

STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
* REHABILITATIVE SERVICES DIVISION *

REHABILITATION FACILITIES PLAN
1979-80 ADDENDUM

For The Establishment And Improvement Of

REHABILITATION WORK-ORIENTED FACILITIES
REHABILITATION MEDICALLY ORIENTED CENTERS

by

Walter R. Donaldson, Administrator
Rehabilitative Services Division

Helena, Montana

October, 1979



DISCRIMINATION PROHIBITED --

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states:

"No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely be reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Health, Education, and Welfare must be operated in compliance with these laws.

F O R E W A R D

The 1978-79 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" in Montana means:

1. The facility or host organization is legally constituted and the legal charter, constitution or official statement of purpose implies or directly states it provides rehabilitation services.
2. The major or primary purpose of the organization is to rehabilitate persons.
3. The organization is able to provide multiple services in an integrated and individualized manner.
4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the Rehabilitation Act of 1973.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services Division has a special investment, that is specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Addictive Diseases Bureau of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities, the Rehabilitative Services Division relates to such facilities only as vendors and occasionally as consultants in the certifying of such.

This tenth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968.

In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of two things: (1) the high quality rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and (2) the Rehabilitative Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services what it considers to be the only key and necessary rehabilitation facilities in Montana. (See Appendix C) Those particular facilities are discussed in this state Facility Plan Addendum. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much-needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.


W. R. Donaldson

Administrator
Rehabilitative Services Division

H I S T O R Y

OF THE

MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities And Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then block funding has been implemented once. Unless the RSA Regional Office opinion of such, changes to one of proponent, block funding will not be utilized again.

During fiscal year 1974 the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

- I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).
- II. A \$200,000 Extended Employment Program.
- III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars (\$5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been ongoing for five (5) years. The eight (8) recognized rehabilitation facilities have been certified. The current policy regarding facility accreditation and certification is stated in Appendix A.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated \$200,000.00 for implementation. The first year of the program, \$75,000.00 of the \$200,000.00 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining \$125,000.00 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source to support them in Extended Employment. Approximately 50 disabled individuals in five (5) facilities benefited from the services the first year. The second year of the program, the total \$200,000.00 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefited from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefited from the Extended Employment service. 65 individuals in seven (7) facilities were recipients of Extended Employment Services in state fiscal year 1978 and 60 individuals were Extended Employment recipients in state fiscal year 1979. This program will be considered again for continuation by the 1981 state legislature.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion (I & E) funds to hire a placement specialist to do job development, job placement and followup for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project. 120 individuals benefited from the job development, job placement and followup services during the third and final year of this project. A similar I & E project was initiated October 1, 1978 but in two new rehabilitation facilities.

Three of the older rehab facilities involved in the original I & E job placement grant are now under contract to the Rehabilitative Services Division to continue the provision of job development, job placement and followup activities on behalf of vocational rehabilitation clients. Those five job placement efforts have netted 193 placements for the state fiscal ending June 30, 1979.

Also, during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided quarterly to the Rehabilitative Services Division in a recently revised Management Information System (MIS) format (Attachment D). The newly revised format is Attachment D. This data allows the Division to make knowledgeable decisions regarding facility usage and funding.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to \$5,000.00 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set-aside" legislation during the 1977 session. The legislature did pass a bill requiring state department and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law, and procedures for implementation do exist. Still necessary for implementation are the critical components of money and then manpower.

REHABILITATION FACILITY ADVISORY COUNCIL

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitation Services Division was appointed by the Governor. This Council (with a MARF representative as a member) for the Division is advisory in all phases of the vocational rehabilitation program. Thus, it is advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Council is as follows:

I. Purpose

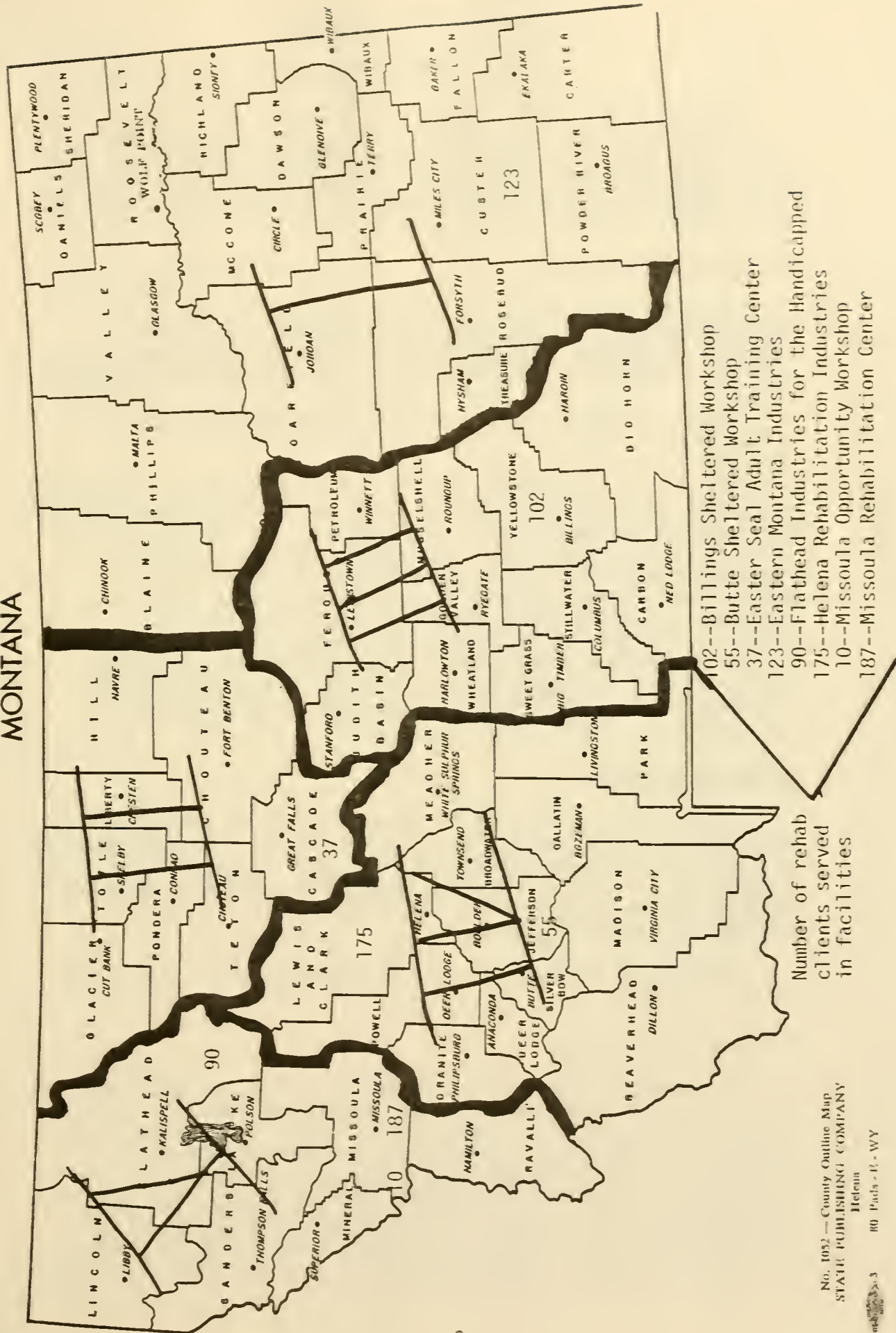
- A. Represent public and private interests as they pertain to rehabilitation facility planning.
- B. Serve in an advisory capacity to the rehabilitation agency facility staff.
- C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

- A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.
- B. The Council will advise on:
 - 1. Current status of rehabilitation facilities in Montana. (See Attachment C - 1976 Council Resolution)
 - 2. Immediate and long-range needs of Montana rehabilitation facilities.

3. Requirements and standards for continuing program to evaluate such needs.
 4. The effectiveness of programs developed to meet these needs.
- C. The Advisory Council, in addition, will be concerned with the following:
1. Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.
 2. Methods of maintaining quality service and effective utilization of centers.
 3. Upgrading and expanding existing facilities prior to new development.
 4. Rehabilitation facility need based on population, geography, and disability factors.
 5. Development of a priority list for rehabilitation facilities.
 6. Methods of implementation of final recommendations to solve current needs.

MONTANA



BILLINGS SHELTERED WORKSHOP

3116 First Avenue North
Billings, MT 59102

The Billings Sheltered Workshop, Inc., is a private, non-profit corporation which has been providing habilitation and rehabilitation to the disabled since January, 1971. It is governed by a nine (9) member Board of Directors. A well-qualified staff of 24 persons provide the following services.

Work Adjustment Training

This is an individualized training program of developing good worker habits while the client is engaged in real work, producing marketable products and services in an actual work setting, supported by vocational counseling and classroom activities.

Clients referred for this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, worker attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated in individual monthly staffing sessions. The client also is exposed to a variety of work environments in the auto detail, woodworking, needle trades or janitorial areas. For persons lacking occupational goals, vocational exploration activities are offered. As the client becomes competitively employable, he is referred for job seeking skills training in preparation for placement. After a client is placed, a one-year follow-up is provided to ensure successful placement.

Extended Employment

This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered to these clients, ranging from training in such areas as personal hygiene, functional academics, appropriate interpersonal communication and behaviors to skill training in the real-work production area.

Progress of these clients is reviewed quarterly in individual staffing sessions.

Vocational Evaluation

Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. The evaluation process uses a standard but comprehensive system which includes the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients referred to this service come from the Rehabilitative Services Division, School District #2, as well as occasional referrals from the Worker's Compensation Division, Vo-Tech, the Veterans' Administration and private insurance carriers.

Job Readiness/Placement and Follow-Up

This service is offered to persons who need assistance in selecting an occupation, learning how to find and how to keep a job. Following formal training, the client begins the job search with the assistance of the Job Placement Specialist. The counselor provides a one-year follow-up on clients after they have been placed on a job to ensure successful placement.

Certification and Licensing

The facility complies with local fire, safety and health codes and is certified by the U.S. Department of Labor's Wage and Hour Division, accredited by the commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

1	2	3	4	5	6	7	8
Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
Billings Sheltered Workshop 3116 First Avenue North Billings (Yellowstone Co.) MT 59101 (406)248-9115 DIRECTOR: Gail M. Neal Bill Fortune, Director of Programs/ Chief Evaluator 3 Department Managers (Finance, programs/Chief Evaluator, Oper- ations/Director) 1 Behavioral Specialist 1 Evaluation Aide 2 Program Coordinators 1 Job Placement Specialist 3 Administration Support & Staff 1 Education Instructor 4 Training Assistants 1 Marketing Specialist 2 Production Supervisors 1 Janitorial Coordinator 2 Production Assistant Supervisors 1 Janitorial Crew Supervisor 1 Maintenance Delivery Person BARRIER FREE CARF: 1981 Facility Plan Inventory 504 Timetable of Compliance on Record	<u>SHELTERED WORKSHOP</u> Vocational Evaluation Work Adjustment Training Extended Employ- ment Job Placement Vocational Counseling <u>WORK ACTIVITIES</u> Functional Academics Work Activities (vocational and pre vocational) Pretraining (shel- tered Workshop Production skills) Vocational Counseling Behavioral Adjustment Self-help skills (Limited) Referral to Support Services	<u>RSD/DD</u> 26 Mentally Ill 80 Mental 39 Medical 4 Deaf/hearing loss 6 Cerebral Palsied 4 Seizure Disorder 2 Learning Disability 1 Alcoholic/ Drug Abuse <u>SCHOOL DISTRICT</u> 8 Learning Disability 7 Mental 3 Cerebral Palsied 3 Mentally Ill 2 Medical <u>OTHER</u> 1 Cerebral Palsy 13 Mentally Ill	<u>PROGRAMS</u> 41 57 4 <u>EVALUATION</u> (non-pro- gram users) 61 0 24 <u>MENTAL HEALTH</u> 12	51.06 4.45 21.4 55 4.73 92 92 94	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Sub contracts: Small assembly bottling, packaging, collating, and stuffing Contracts: Auto Detailing, manu- facturing wood products, and Janitorial outside contracts Sale of pens, ceramic items, macrame, build- ing and construction materials, and canvas products.	

207 S. Montana Street
Butte, MT 59701

The Butte Sheltered Workshop is a private, non-profit corporation that has been providing services for handicapped people for over twelve years. The Workshop is governed by a twenty-one member board of directors. The services are carried out by a nineteen member staff, composed of an executive director, vocational evaluator, client services coordinator, contracts manager, vocational training supervisor, executive secretary, three department supervisors, assistant supervisor, food service instructor, four special ed teachers, and four clerical personnel.

Programs

The existing program of services offered by the Workshop consists of the following: (1) vocational evaluation, (2) work adjustment training, (3) food service training, (4) extended employment, and (5) prevocational skills training.

Vocational Evaluation

The purposes of the evaluation phase of the Workshop are as follows:

1. To assess a person's functioning.
2. To assess his/her potential functioning.
3. To determine if potential functioning, when obtained, will be adequate for employment.
4. To determine the remediation procedures that will enable the person to move toward his/her potential functioning.
5. To determine, from the attitude patterning, the type of employment for which the client is best suited.

Various methods are used in the evaluation process, such as; work samples (available via the Singer Graflex and Valpar systems), psychometric tests, interviews and actual work try-outs, both within the agency and also on outside job slots.

Work Adjustment

Work adjustment is a training/treatment process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop functional capacities, as required, in order to assist individuals toward their optimum level of vocational development.

Food Service Training

The purpose of the food service program is to instruct handicapped men and women in food service areas, such as, kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance.

The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming.
2. Rules of conduct, relationship with other employees and employers.
3. Safety rules.
4. Job opportunities.
5. Care and use of equipment, stationary pieces, small appliances, and hand tools.
6. Sanitation in food handling.
7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups, and etc.
8. Methods of service, table setting, etc.
9. Kitchen maintenance, dish washing, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used are demonstration, for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing one meal a day for approximately 50 people.

Extended Employment

Extended Employment provides an opportunity for those clients who are not ready for competitive employment to improve their work skills. Examples of the work that clients perform in the extended employment program are: packaging of nuts and bolts, which includes weighing, sorting, counting, labeling, assembling, stapling, folding, and etc. There is also the fabrication of redwood planters and other products made of wood. Sewing, arts and crafts, and miscellaneous contracts provide a wide variety of paid work experience for these people in the work activities area.

Functional Living Skills

This phase of the service provided by the Workshop, gives the clients training in those skills, other than specific vocational skills that are necessary to decrease dependency. General vocational prerequisite skills are taught, as well as, basic personal care, cooking, budgeting, shopping, self help techniques, with regard to obtaining assistance from agencies, such as, banks, hospitals or social services departments. Community awareness is provided through this program, in the form of tours and excursions which broaden the experiences of the clients and give them information on where to look for other services.

Placement

Preparation of clients for competitive employment is attained through the programs described above. At the point when a client has achieved the majority of skills for a job, he/she is referred to the placement department where a suitable job can be found for him/her.

The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 Special Ed Department, and other local agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U.S. Department of Labor, to provide evaluation and training services and work activities. The commission on Accreditation of Rehabilitation Facilities has given the Workshop a three-year accreditation.

Funding

Funding of the Workshop is by the Rehabilitative Services Division, Developmental Disabilities Division, United Way, donations and federal and state grants.

Facility Name and Address (Incl. County)
 Director and Phone No.
 Referral Contact Person (RCP)
 Staff
 Barrier Free?
 Accreditation Status - Expiration Date

Butte Sheltered Workshop
 207 S. Montana
 Butte (Silver Bow Co.) MT 59701
 (406) 723-6501
 DIRECTOR: Robert Hissell
 Lew Rotering: Coordinator of
 Client Services (R.P.)
 1 Executive Secretary, 1 Client
 Service Secretary, 3 Pre-Vocational
 Skill Teachers, 1 Pre-Vocational
 Skills Aide, 1 Procurement
 Manager, 1 Food Service Instructor,
 3 Work Supervisors, 1 Vocational
 Training Supervisor, 1 Evaluator,
 1 Evaluation Aide, 1 Bookkeeper,
 1 Payroll Clerk, 1 PSE Aide

Type of Program
 and
 Services
 Provided

Disability
 Group/s
 Served

Served
 Last Year
 Rehab Title XX
 Other

Daily
 Caseload
 Rehab Title XX
 Other

Daily
 Capacity
 Rehab Title XX
 Other

% of
 Utilization
 Rehab Title XX
 Other

Types of
 Contracts/Subcontracts

SHELTERED WORKSHOP

82 Mentally
 Retarded
 4 Medically
 Disabled
 3 Character
 & Person-
 ality Dis-
 orders
 2 Blind
 2 Deaf
 2 Mentally
 11
 3 Epileptic
 1 Addictive
 Disorders
 1 Hard of
 Hearing

55

53

11

12

47

1

12

48

N/A

100

98

N/A

Contracts:
 Mailing
 Pens
 Sewing
 Stakes
 Prime Contracts:
 Sale of Arts &
 Crafts Items
 Sale of Wood Items
 (benches, picnic
 tables, planters
 signs)

EASTERN MONTANA INDUSTRIES

P.O. Box 636
Miles City, MT 59301

During the eighth year of its operation, this private, non-profit facility is offering the following service system.

Work Activities Center

The Work Activities Center provides for Vocational Training, Independent Living Skills Training, and Vocational Training in a wide variety of skills. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training and Intensive Training.

Intensive Training Unit

The Intensive Training Unit (ITU) was created in late FY '77 to meet individual training needs for skills prerequisite to entry to one of the other programs or advancement to another step of training. An extremely wide variety of programs are available to all Work Activity Clients (WAC), ranging from basic self-care skills, elementary on-task behavior, to functional academic training. The ITU also acts as an intake and orientation program for new WAC clients. Each newly enrolled client spends his or her first two weeks to a month at EMI in the ITU where precise observation and evaluation are used to develop the Individualized Habilitation Plan.

Independent Living Skills Training

Independent Living Skills Training covers the whole gamut of skill training. Basically, this is broken into two areas; Self-Management Skills and Communication Skills. Self-Management Skills include: Food preparation, budgeting and money management, time telling, grooming, socialization, recreation, laundry, use and upkeep of kitchen appliances, house cleaning, telephone usage, traffic sign recognition, and general hygiene skills.

Communication Skills include speech, language, writing, and reading.

Speech Pathology

The Speech Pathologists work with a multi-disciplinary team, providing diagnostic and therapeutic services to speech and/or language impaired clients. The full-range of services, involving the development of home programs, teacher and guardian conferences, audiological screening, and in-service training are available.

Work Adjustment Training

Work Adjustment Training (WAT) takes the form of teaching "Positive Worker Traits" rather than concentrating on developing specific vocational skills. The training focuses more on the client's acquisition of Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients are placed in competitive job situations, and receive classroom training in Job Seeking Skills, World of Work, and when appropriate, Adult Basic Education and Drivers Education are also available to clients in this program.

Job Placement

The Job Placement Program at Eastern Montana Industries is a program of Vocational Training and training in job seeking and job survival skills for the handicapped. The goal of this program is the placement of handicapped individuals in competitive employment and ultimately their assimilation into the main-stream of everyday life.

Vocational Evaluation Program

This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, which range in complexity from simple assembly through complex tasks which require reasoning, judgment, and overall organizational ability. The client is then rated on attitude, speed, quality, dependability, and punctuality. This process determines physical skills, and areas of job interests. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve clients in their home towns, and covers an area encompassing over 90,000 square miles.

Group Home Program

The Group Home is a seven day a week, full-time program involving two full time Group Home Operators and a Relief Group Home Operator. The operators are involved in the training of eight clients in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. Again, the emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

Transportation

Transportation services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

Facility
Name and Address (Incl. County)
Director and Phone No.
Referral Contact Person (RCP)
Staff
Barrier Free?
Accreditation Status - Expiration Date

Eastern Montana Industries
809 South Haynes Avenue
Miles City (Custer Co.) MT 59301
(406) 232-3740

EXECUTIVE DIRECTOR: Gordon Jackson
John Glueckert, Program Director
(RCP)
Dan Schara, Vocational Evaluator
(RCP)
Open position, Work Adjustment
Coordinator (RCP)
4 administrative staff, 2 speech
pathologists, 1 vocational
evaluator, 1 work adjustment
coordinator, 2 work adjustment
training supervisor 1's, 1 training
supervisor II, 1 case manager,
5 training supervisor 1's, 1
program director, 1 intensive
training supervisor, 2
intensive training supervisor 1's,
2 full-time group home trainers,
2 part-time group home trainers

BARRIER FREE
CARF: 1981

Facility Plan Inventory
504 Timetable of Compliance on
Record

2	3	4	5	6	7	8
Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
VOCATIONAL EVALUATION WORK ADJUSTMENT Job Seeking Skill Basic Living Skills World of Work Speech Therapy Adult Basic Education Drivers Education WORK ACTIVITIES Independent Living Skills Training Intensive Training Vocational Training Special Education Speech Therapy	19 Mentally Ill 15 MR not DD 118 MR and DD 2 CP and DD 5 Epilepsy & DD 3 Addictive Disorders 6 Character and Personality Disorders 33 Other, Orthopedic, and Medically Disabled	Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	Sale of Donated Items Aluminum recycling Manufacture of cedar Products (Cedar Chests and gun cabinets) Refinishing Furniture Manufacture of misc. items (Garbage can racks, stakes, church pews, etc.) Auto Detailing Stuffing waterproof contain-inside of burial bags (Western Bag Co.) Manufacture of industrial wipers

EASTER SEAL ADULT TRAINING CENTER

4400 Central Avenue
Great Falls, MT 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled, (the mentally retarded, epileptic and cerebral palsied), physically disabled, and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal Society for Crippled Children and Adults of Montana, Inc. and the State of Montana, Department of Social and Rehabilitation Services (SRS). The Easter Seal Society is the program vendor with Adult Training being a division of Easter Seal's statewide services. Other funding is provided through Easter Seal contributed income, local school district service fees, income generated in the Adult Training Commercial Area and other sources.

The Adult Training Center is responsible to the Easter Seal Society Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one Director and 30 other staff consisting of: Three Division Directors, one Director of Manufacturing and Sales, one Job Placement Specialist, four (4) Department Managers, nine (9) Production Supervisors, five (5) Supplemental Service Trainers, one Assistant Supervisor, one Clerk-Trainee, one Administrative Assistant, one Secretary, one Bookkeeper, a Chief Engineer, and one Custodial Assistant. Other staff provided by the Easter Seal Society for use by the Adult Training Center are: One (1) personnel officer, and one (1) accountant.

Program and Progress Reports

The mission of the Adult Training Center is to provide community-based vocational development, placement and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize the individual's vocational potential and earned income ability. It is further the mission to maintain responsiveness to the current and future needs of handicapped individuals. Referrals to the Adult Training Center may come through a variety of agencies including: The Montana Department of SRS, School District, and others. The community-wide needs assessment team is responsible to finally determine the most appropriate program of services for the client. A facility screening committee assists in initiating the service.

Work Activity Program

The goal of the Work Activity Program is to provide extended training in pre-vocational, work oriented production training and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earnings while in a sheltered or semi-sheltered work environment and their capabilities to progress into a less restrictive training or employment environment.

As appropriate, clients are exposed to real work situations with varying degrees of supervision in order to provide training in specific work skills, work attitudes and behaviors appropriate to a work setting. Clients also participate in an individualized supportive service program designed to remediate deficiencies in a wide range of work related skills such as money recognition and use, time telling, hygiene and basic health, safety and job seeking skills.

Work Adjustment

The goal of the Work Adjustment Program is to provide short-term work habit training, job seeking skills training, career development and placement to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earned income ability.

This program exposes clients to real or near real work situations in order to teach specific work habits such as punctuality, accurate direction following, attendance to task and appropriate employee/employer and co-worker relationships. Personal and work adjustment classes are also emphasized in order to develop appropriate personal work habits and attitudes and remediate deficiencies in specific work related skill areas such as money management, safety practices, basic health and job seeking skills.

Placement services are available for clients ready for competitive employment or further training. Follow-up services are provided for a minimum of 60 days after placement.

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305 Third Avenue East
Kalispell, MT 59901

Flathead Industries for the Handicapped (FIFTH) is a community-based, private, non-profit corporation whose purpose is to provide habilitation and rehabilitation services, including living skill and employment skill training, residential and supportive services to handicapped adults and children in order to enhance their integration into the community and to assist them in obtaining an earned income.

Flathead Industries operates its programs under the principles of normalization and seeks to assist all clients in their efforts to attain their maximum potential in the least restrictive setting available. The emphasis of instruction and training is placed upon the individual needs of each client. Individual needs are assessed and prioritized by Flathead Industries staff and the Individual Habilitation Planning (IHP) team. Each habilitation plan contains long-term and short-term goals for each instructional or training component. Instruction is provided in accordance with the Individual Habilitation Plan (IHP), and Individual Program Plans (IPP's) and informal training goals are developed accordingly. Programs are reviewed at least quarterly and clients move in a step-by-step fashion, as they meet specific graduation (entrance/exit) criteria within each program.

Specific Day Services and programs provided by Flathead Industries include the following:

Day Services

A. Employment Skills Training

1. Prevocation Skills: Work performance, quality of work, quantity of work, job-coping skills, job attitude, work tolerance, punctuality, attendance, use of time clock, following instructions, staying on task, working under supervision, assembly, packaging, and obtaining employment.
2. Work Activity: Involvement in real work tasks designed to provide vocational training which will assist the handicapped individual in realizing his/her greatest potential and movement into the least restrictive setting available. Actual work tasks may include assembly, packaging, rag-cutting, sanding, thrift store production worker, recycling center worker, retail sales, customer service, janitorial work tasks, etc... Clients involved in work activity are reimbursed with pay in accordance with Department of Labor guidelines.

There are two stages of Work Activity training. Stage I clients consist of those individuals who are lower-functioning and require greater emphasis on prevocational skills training. They receive their training at the Work Training Center. Stage II clients consist of those individuals who have met the entrance criteria for Stage II, and consequently require a lesser degree of emphasis on prevocational skills. More focus is placed on real work skills. This training normally takes place at our Thrift Store and Recycling Center operations.

B. Basic Skills Training

1. Basic Education Skills: Reading, writing, basic math, time-telling, money concepts, sexual development and personal hygiene, attending skills.
2. Community Life Skills: Money and financial management, budgeting, nutrition, social behaviors, self-care, communication: use of telephone, meal planning and preparation, community mobility.
3. Other Skills: Assertiveness training; motor skills development, recreation, hobbies, use of leisure time, and recreational field outings.

C. Semi-Independent Living Skills Training

1. Direct Client Training: Includes formal and informal training provided by out-reach trainers as well as instructional staff at the Work Training Center. The primary focus of training includes the following: meal planning and cooking, domestic skills, self-help and self-care skills, use of community resources, community mobility, budgeting, and finances, home and community safety, social skills, use of leisure time, shopping and use of telephone.
2. Service Coordination: Includes all staff efforts in assisting each individual client in his/her effort to locate, obtain and maintain the necessary professional and community services which might support their continued stay in lesser restrictive residential environment.

3. Resource and Support: This refers to those staff functions which are not direct client training or service coordination functions. Included here are: IHP meetings, staff meetings, staff training, record-keeping, parent contact, transportation, counseling, locating residential alternatives and recreation.

Residential Services

A. Adult Group Homes

1. Daily Living Skills Training: Includes formal and informal training in self-help, self-care, grooming and hygiene, care of clothing, domestic skills, personal identification, domestic skills, home safety and first aid, meal planning and cooking, use of household appliances, money management, shopping, use of telephone, community mobility and awareness.
2. Social/Recreation Skills Training: Includes formal and informal training in personal care, etiquette, recreation, hobbies, use of leisure time and interaction with peers.

B. Childrens' Group Home

1. Daily Living Skills Training: Includes formal and informal training in self-help, self-care, hygiene and grooming, self-feeding, toileting, interaction with peers, domestic skills, socialization and recreation.
2. Basic Skills Training: Includes attending skills, sensory motor skill development and functional communication.

Other Services

- A. Respite Care - These services include in-home and out-of-home care for developmentally disabled persons for temporary periods of time in order to relieve natural home and foster home parents. The emphasis of this program is to assist in the identification of families in need of service, and consequent utilization of services.
- B. Transportation - Flathead Industries does not provide a transportation service for its present client population. However, it does presently provide this service for one client who resides in an outlying area. The purpose of providing this service is to insure a client's involvement in a work activity training program for developmentally disabled adults. Flathead Industries recognizes the need to provide transportation services to those handicapped individuals in outlying areas. However, expansion of this service is contingent upon additional funding resources.

Flathead Industries' programs and services are provided at the following locations:

Work Training Center
305 3rd Avenue East
Kalispell, Montana 59901
PH: 755-7656

FIFTH Thrift Store
55 4th Avenue W.N.
Kalispell, Montana 59901
PH: 755-3842

Semi-Ind. Living Apartments
330 5th Avenue East
Kalispell, Montana 59901
PH: 257-6076

Winterhawk Group Home
168 Lawrence Lane
Kalispell, Montana 59901
PH: 755-9792

Recycling Center
56 3rd Avenue W.N.
Kalispell, Montana 59901
PH: 755-3280

Childrens' Group Home
202 Kirsten Drive
Kalispell, Montana 59901
PH: 257-5092

Sponsored Group Homes: Louthback Group Home
538 5th Avenue East
Kalispell, Montana 59901
PH: 257-3469
Service Provider:
Shirley Louthback

Schweigert Group Home
423 6th Avenue West
Kalispell, Montana 59901
PH: 257-4173
Service Provider:
Flo Schweigert

The following Vocational Rehabilitation Services are offered:

A. Vocational Evaluation

On December 5, 1977 Flathead Industries began providing Vocational Evaluation services to clients of the Montana Rehabilitative Services Division. The program is presently being funded by a Section 110 grant through the Division on a 20% match basis, and is located at 55 4th Avenue W.N. in Kalispell.

Vocational Evaluation can be defined as a systematic process that utilizes real or simulated work as the focal point for determining an individual's work skills and work potential. It incorporates medical, psychological, social, vocational, cultural, educational and economic data to assist clients in their vocational development. Vocational Evaluation is a comprehensive assessment of an individual's work skills, abilities, attitudes, behaviors, interests and needs; and provides guidance to promote self-understanding and assist in vocational decision-making, and recommendations to further vocational development. Evaluation planning is individualized to specific referral questions and the client's abilities, needs and goals. Results are then applied to the client's living environment and optimum functioning potential.

The services provided through Vocational Evaluation are aimed at persons between the ages of 16 and 65 who have a disability which presents a vocational handicap, and who appear to demonstrate some vocational potential. Vocational Evaluation may also be a useful tool in determining an individual's vocational potential, need for special services, or for habilitation planning.

B. Work Adjustment Training

Vocational Rehabilitation clients, who undergo a vocational evaluation can be referred for Work Adjustment Training, based on evaluation recommendations and the D.V.R. counselor's discretion. The WAT program is designed for those clients who have specific deficits which interfere with their ability to obtain and/or maintain competitive employment. Work Adjustment generally lasts from 3 to 6 months, and is designed to eliminate these deficits and teach needed competencies. Clients are individually assessed as to their need for each service component.

Each Work Adjustment Client is scheduled for a combination of the above service components, based on his/her needs. The services in which the client participates, change as do clients needs. As Work Adjustment Training nears termination, and the client becomes work-ready for competitive employment, the emphasis shifts toward placement. Placement efforts are coordinated with the D.V.R. counselor and the Montana State Job Service. Flathead Industries staff and/or the client contact potential employers to aid in placement. Also, the Want Ads are screened daily for potential jobs.

C. Extended Employment

In contrast with Work Adjustment Training, Extended Employment is designed for clients who require longer term sheltered employment and cannot become adequately competent for competitive employment within six months. Extended Employment provides sheltered employment slots primarily for those people who don't qualify for Developmental Disabilities (Title XX) funding.

All of the services listed for Work Adjustment Training are available to Extended Employment clients when appropriate, but goals tend to be at a more basic level. In addition, social/recreational classes and activities are provided, as these clients tend to function less independently during their free time.

D. Job Development, Job Placement, and Job Follow-Up Program

The purpose of Placement Services is to assist Vocational Rehabilitation clients in obtaining competitive employment appropriate to their interests, aptitudes and handicapping conditions. This includes developing employment opportunities in the community, providing job seeking and job keeping skills training to clients, career counseling, and providing follow up services after the client is placed into employment. On-the-job training, as sponsored by Vocational Rehabilitation, is also coordinated as a part of the job placement service.

Job development requires regular, systematic communication with potential employers in the community. This includes but is not limited to the following: 1) informing the employer of the advantages of hiring the handicapped 2) communicating the philosophy and objectives of Flathead Industries' training programs as well as the rehabilitation process, and 3) identifying available jobs, including the specific skills and aptitudes required for successful performance in each position. The placement process is built on the foundation of good job development and positive communication with the business community. The process is basically a matter of matching a client with a suitable job. A review of the client's vocational evaluation and other pertinent referral information enables the placement specialist, working with the client and referral agent, to develop a placement plan. Specific training in job-seeking skills and on-the-job training are both available if required and are coordinated as a part of all placement services. After a client has been employed, the placement specialist continues regular contact with the client and the employer, assisting with adjustment problems as they become apparent. Follow-up services, including formal written reports on client progress, continue for one-year. Written reports are filed with Vocational Rehabilitation at 2 weeks, 2 months, six months and after one year from the time of initial placement. By maintaining supportive contact for at least one year, the placement specialist is available to assist in the process of upgrading a client in his job. Through the "post employment" program sponsored by Vocational Rehabilitation, on-the-job training is available to prepare a client for higher paying, more responsible positions.

E. Community Living Skills Outreach Training Project

The Community Living Skills (CLS) Outreach Training Project represents an attempt to provide qualitative, "hands on", training and assistance to handicapped individuals within the community in which they reside. It is specifically geared toward those individuals who are entering, re-entering or nearing readiness for entry into competitive or sheltered employment, and who are in need of outreach assistance in order to maintain themselves either in their job or within the community as a whole.

Specific areas of training will include orientation and training in any one or more of the following:

- Community Mobility and Awareness
- Meal Planning and Cooking
- Nutrition
- Hygiene & Grooming
- Identification and Utilization of Resources
- Budgeting and Money Management
- Effective and Responsible Use of Leisure Time

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Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
Flathead Industries for the Handicapped 305-3rd Avenue East Kalispell (Flathead Co.) MT 59901 (406) 755-7656 EXECUTIVE DIRECTOR: William J. Crivello (RCP) Programs Director: Vacant Instr Coordinator Voc Evaluator Work Adj Trng Coord Placement Specialist Outreach Trainer Eval Technician	WORK ACTIVITY CENTER *Vocational Eval *Work Adjustment *Extended Emp. *Work Activity *Job Placement *Outreach Trng SERVICES PROVIDED Vocational & pre- vocational cnslg Job Placement Independent Living Skills Training Basic Education Skills Training Residential 1 Retail Sales Manager 1 Asst Retail Manager 4 Production Training Aides 1 Work Adj Training Supervisor 3 Instructors 2 Clerical/Administrative Staff 7 Residential Staff	15 Mentally retarded not DD 2 Epileptic, not DD 11 Mentally Ill 1 Addictive Disorder 34 Orthopedic- ally or medically disabled 8 Character & Personality Disorder 61 Mentally Retarded DD 2 Epileptic DD 3 Cerebral Palsy DD	90 62 1 34 46 0 20* 46 0 95** 100% 0	Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	Subcontracts & Prime Manuf. Packaging Assembly Collating & bulk mail- ing Button making Popcorn (cooking & boxing) Bag making Labor crews Campground clean-up Low tire indicators Christmas wreath rings Incense packaging Sale of donating items Recycling: Aluminum Glass Ceramics Outside Work Stations Janitorial Printing service Motel maid service Newspaper circulation dept. Baker's helper Service station atten. Recreation therapist Aide Kitchen helper
BARRIER FREE CAR: 1979 Facility Plan Inventory 504 Timetable of Compliance on Record	Community Mobility Job Seeking Skills Training Semi-Independent Living Training Outreach Training Vocational Eval Extended Employment *Basic Programs Offered		*includes vocational evaluation, Work Adj. Trng., Outreach and Extended Employment **includes evaluation, Work Adj. Trng., Extend- ed Employment				

HELENA REHABILITATION INDUSTRIES

1325 Helena Avenue
Helena, MT 59601

Helena Rehabilitation Industries is located in Helena, Montana with it's main offices at 1325 Helena Avenue, a wood products manufacturing plant at 1820 Lyndale and a Shoe Repair Training Center at 1421 Helena Avenue.

The facility is a private, non-profit corporation administered by a Board of Directors.

The overall mission, or goal, of Helena Rehabilitation Industries is to assist intellectually, emotionally, physically, socially, educationally and vocationally handicapped persons achieve their maximum level of economic, physical and social independence through the provision of evaluation, employability development, extended employment, placement and other related support services. In order to accomplish the agency's mission, Helena Rehabilitation Industries has a staff of 35 persons who bring to the clients served over 115 years of related education beyond high school and a combined total of approximately 181 years of experience in working with handicapped persons.

The following is a description of all program offerings at Helena Rehabilitation Industries.

I. Vocational Evaluation and Career Development

The goal of the Vocational Evaluation Program at Helena Rehabilitation Industries is to help the client select an occupation appropriate to his needs and to outline the steps by which this occupation can be achieved.

This program uses a battery of occupationally-oriented tests which assess an individual's achievement levels, mental ability, aptitudes, dexterities and other skills as these relate to the world of work. With such instruments, general occupational strengths and weaknesses can be ascertained. The Hester Evaluation System and selected work samples from the Singer and Valpar systems are then administered to pinpoint the job families in which the client would have the greatest chance to succeed. Accompanying the testing and the job samples are observations of behavior that predict the client's performance in the occupations simulated by job samples. This includes observations of the client's organizational skills, ability to take instruction and criticism, and other skills required to successfully obtain and hold a job.

Vocational evaluation takes 5 to 10 days to complete, depending on the abilities of the person being evaluated. Upon completion of the evaluation, an exit interview between the client and evaluator is held. The general and specific employment strengths and weaknesses are discussed and, upon approval of the client, and the referring Vocational Rehabilitation counselor, recommendations are made as to the vocational goals the client should pursue. In the written evaluation report a series of program goals are established to effect removal of employment hinderances, if any, in order to obtain employment in the area recommended by the evaluation staff.

The types of individuals served in the Vocational Evaluation Program may have one or a combination of several disabilities which affect employment potential, including physical, mental, and/or emotional handicaps.

II. Work Adjustment Training

The goal of the Work Adjustment Training Program at Helena Rehabilitation Industries is to assist mentally, physically, educationally and socially handicapped persons in the development of positive attitudes and behaviors in order that they may obtain suitable competitive employment.

The above goal is accomplished through a combination of counseling, educational services and actual work in manufacturing and/or contract shops. Each client is aided in establishing attainable vocational goals relative to the findings of their vocational evaluation and their own personal objectives.

After their performance in a work setting has been observed and a conference is held with the client, a formal, individual plan or contract is drawn up to assist the client in overcoming those skill deficits which impede them from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, academic skills, personal assessments, confidence and community adjustments as they apply to the client's vocational goal.

Clients of Helena Rehabilitation Industries are placed in work adjustment for one of two reasons: (1) their employment hinderances can be overcome in one to six months, (2) to evaluate whether they would be better served in other programs.

III. Shoe Repair Training Program

The goal of the Shoe Repair Training Program is to provide the trainee with the necessary skills to become competitively employed in the area of shoe and boot repair.

The program is a 16 week long pre-apprenticeship training program of intensive training in all phases of shoe repairing. Upon completion of the program the trainee is competent in the basic fundamentals and procedures of shoe repair, thus entering employment as a productive employee and a real asset to the shoe repair industry. All training is conducted using up-to-date equipment and textbooks and involves work on actual shoes.

In order to succeed in the Shoe Repair Training Program, a person should possess the following skills and abilities. Dexterity to use hand and power tools well, average reading ability, the ability to follow complex, progressive instructions, average mechanical comprehension, ability to meet the public, ability to make change and handle money, and the ability to use measuring instruments.

IV. Job Placement Services

The goal of the Job Placement Program at Helena Rehabilitation Industries, is to place in competitive employment those clients who have reached the necessary skill level.

In order to reach this goal, the Job Placement Specialist has developed a variety of contracts with business and industry in the Helena area who employ clients as direct hires, or will agree to give them on-the-job training.

The Placement Program provides the clients with counseling while on the job and regularly schedules follow-up visits to the business to check on the progress clients are making.

The Program also features job readiness classes and job application and interview classes in order to better prepare clients for competitive employment.

V. Home Personal Adjustment Training

The goal of the Home Personal Adjustment Training Program at Helena Rehabilitation Industries is to provide outreach training to the physically, emotionally, mentally, and socially handicapped persons for the development of basic community living skills. These skill areas include personal grooming, home management, shopping, cooking, budget management and socialization.

The above goal is accomplished through a combination of counseling, one-on-one instruction and actual community performance, all under the supervision of the outreach trainer.

After each client is observed in a living setting, an individual program plan is developed to assist the client in overcoming those skill deficits which impede their living independently in the community.

Clients are placed in the Home Personal Adjustment Training Program when they lack the skills necessary for independent living in the community.

VI. V. R. Extended Employment

The goal of the VR Extended Program, at Helena Rehabilitation Industries, is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Persons served by this program are those determined to require more than six months of work adjustment training and who have not been diagnosed as developmentally disabled, thus are ineligible for Title XX services.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the VR Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment training for placement outside the agency.

In order to assist the individual in the VR Extended Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

VII. Title XX Extended Employment

The goal of the Title XX Extended Program, at Helena Rehabilitation Industries, is to provide work training and other supportive services to the more severely mentally and physically handicapped client, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Individuals served by this program are Developmentally Disabled persons as defined by being either epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before age 18.

The program emphasis is on counseling, the development of acceptable behaviors, and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in Title XX Extended Employment, clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the Title XX Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to work adjustment for placement outside the agency.

In order to assist the individual in the Title XX Extended Employment Program to reach their vocational goal, a formal, individual program plan outlining specific objectives is developed and utilized.

VIII. Basic Education and Skill Training (BEST)

The goal of the Basic Education and Skill Training Program, at Helena Rehabilitation Industries, is to prepare and/or increase the skill level for lower functioning adults entering Helena Rehabilitation Industries Extended Employment Programs.

This program utilizes a close client-staff ratio which emphasizes detailed individual programming and behavioral change techniques specifically designed to assist the participants in the program to become more productive sheltered employees.

All individual programs are of a vocational nature, and the tasks the participants perform closely resemble tasks that are done on the work floor. Other activities that take place in the program are such things as instruction in personal grooming and hygiene, development of appropriate work behaviors, speech therapy and occupational therapy.

IX. Special Work Adjustment

The goal of the Special Work Adjustment Training Program, at Helena Rehabilitation Industries, is to provide trainable mentally retarded special education students of the local school district with a comprehensive program of education, work development and related services to enable them to transfer to other vocational and rehabilitative programs.

The program involves the students in three general areas: academics, home-living skills and pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and arts and crafts. Actual work in the shops at Helena Rehabilitation Industries is also provided to the students.

The program is totally individualized and based on the individual needs and abilities of the students served, in order to prepare the students to be semi-independent in their living skills and vocational placement.

X. Other Supportive Program Services

Helena Rehabilitation Industries has agreements with other agencies to provide such services as audiological testing, speech therapy, physical therapy and nursing services.

In addition, staff members at Helena Rehabilitation Industries teach classes in such areas as assertiveness training, use of measuring devices, basic mathematics and grooming and personal hygiene.

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Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
Helena Rehabilitation Industries, Inc. 1325 Helena Avenue Helena (Lewis & Clark Co.) MT 59601 (406) 442-8632 PRESIDENT: Robert L. Hall EXECUTIVE VICE PRESIDENT: Mike Bullock DIRECTOR OF EVALUATION AND CAREER DEVELOPMENT: Robert Heirick Program Director: Tim Kirby 2 Department Heads, 5 Supervisors, 3 Foremen, 1 Vocational Counselor, 1 Counselor Vocational Specialist, 1 Counselor Educational Specialist, 1 Placement Specialist, 3 Vocational Evaluators, 1 Behavioral Training Specialist, 1 Sales and Marketing Assistant, 1 Shoe Repair Instructor, 1 Outreach Trainer, 1 Outreach Trainer Aide, 2 Special Education Teachers, 1 Special Education Teacher's Aide and 7 Clerical BARRIER FREE CARF: 1979 504 Facility Plan Inventory Timetable of Compliance on Record	<u>SHELTERED WORK- SHOP</u> Vocational Evaluation Career Counseling Vocational Counseling Work Adjustment Training Home Personal Adjustment Training <u>JOB PLACEMENT</u> On-The-Job Training Placement, Home Personal Adjustment Training <u>SHOE REPAIR TRAINING</u> Upholstery <u>EXTENDED EMPLOY- MENT</u> Basic Education & Skill Training. Home Personal Adjustment Trng <u>PUBLIC SCHOOL</u> Special Work Adjustment Training	83 Mentally Retarded 56 Mentally Ill 6 Deaf 11 Cerebral Palsied 4 Blind 14 Epileptic 7 Addictive 1 Character 61 Orthopedic Disabilities 1 Institutionalization 15 Disadvan- taged 9 CETA and HIA trainees in Shoe Repair	175 55 44 48 44 47 44 20 102% 75%	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Rehab Title XX Other Rehab Title XX Other Rehab Title XX Other	Small Contracts <u>Bulk Mailings</u> Packaging 75% Golf Tees Small Assembly Occasional light manufacturing <u>Woodshop</u> Pallets, hubs, lath, stakes, picnic tables, trailer steps, miner's wedges, bridging, misc. wood manufacture, Steel Office Furniture , Reconditioning <u>Shoe Repair</u> Shoe Repair Sales Upholstery <u>Box Plant</u> Manufacture of large Plywood Shipping Containers	

MISSOULA REHABILITATION CENTER

2829 Fort Missoula Road
Missoula, MT 59801

The Missoula Rehabilitation Center is a non-profit organization whose purpose is to make available rehabilitation services for those who are handicapped by accident, disease, or other disabling entities regardless of age, race, creed, color, or ability to pay. The Rehabilitation Center serves outpatients from Missoula and other areas of the State of Montana. It serves inpatients from the adjacent Community Hospital. The Center is accredited by the Commission on Accreditation for Rehabilitation Facilities.

Typical patients include those who have been disabled from cerebral vascular accident, cerebral palsy, multiple sclerosis, muscular dystrophy, arthritis, Parkinson's disease, cancer, respiratory disease, surgery, amputations, accidents, and other neuromuscular disorders.

The goal of the Rehabilitation Center is to provide evaluation and treatment to handicapped individuals, helping them to return to society as physically responsible as their disabilities will allow.

The Rehabilitation Center is funded by fee-for-service, memorials, donations, and grants.

The services provided by the Rehabilitation Center are:

1. Physical Therapy - Physical abilities are evaluated and treated in this department. Types of treatment:
 - a. Hydrotherapy
 1. Steam packs
 2. Whirlpool
 3. Hubbard tub
 - b. Modalities
 1. Infra-red
 2. Ultra-sound
 3. Diathermy
 4. Electrical stimulation including transcutaneous muscle stimulation
 5. Traction - cervical and pelvic
 6. Gait training
 7. Exercise for strengthening muscles
 8. Training in use of prosthesis
 9. Bio-feedback
 10. Nerve conduction studies and electromyography
 - c. Evaluations
 1. Neuromuscular Evaluation
 2. Range of Motion
 3. Daily living skills
 - d. Home Programs

2. Occupational Therapy - Patients work on increasing range of motion, muscle power, physical coordination and mobility through an activity program. The Occupational therapists help prepare the patient for integration with family, job, and community by training in activities to increase:
 - a. Competence in self-care
 1. dressing, feeding and grooming
 - b. Independence in home care
 1. homemaking skills, adaptive equipment
 - c. Psychosocial adjustment
 1. perceptual training
 2. training in memory, attention span
 3. developing interests and motor skills through crafts, recreation and hobbies
 4. to increase feelings of accomplishment and motivation
 - d. Work tolerance
 - e. Job preparedness
 1. Testing and training by interest and skills
3. Speech - The speech pathologist is concerned with problems and disorders of human communication as manifested in speech, language, and hearing. Services are provided to both children and adults in the form of diagnostic assessment, appropriate referral, and therapeutic intervention. The diagnostic evaluation included identifying and defining the problem, and specifying the possible etiology or causes. Following the evaluation the patient may be referred to another professional, for example, an otolaryngologist for a voice disorder, or for therapy. In some instances, therapy may not be recommended.

Communication disorders which may benefit from therapy include:

- a. Articulation - omission, distortion, or substitution of sounds.
- b. Language - difficulty finding and using words, poor sentence structure, or difficulty in following verbal instructions.
- c. Fluency - (stuttering) speech which contains repetitions, hesitations, and other dysfluencies.
- d. Voice - consistently hoarse, breathy, or harsh.

Therapeutic intervention is often necessary in the case of patients who have suffered from strokes, head injuries, hearing losses, etc.

Other responsibilities held by the Center speech department are attending patient staffings, staff meetings, and providing in-service training.

4. Audiology - An audiologist is a professional who deals with the prevention, detection, and rehabilitation of communicative disorders which are associated with hearing impairments. A person of any age may be served.

Audiological services which can be provided by this Center include the following:

1. Audiological evaluation of problem cases encountered in routine audiometric measurements.
 2. Differential diagnosis of middle ear disorders.
 3. Distinction between sensori and neural hearing loss.
 4. Assessment of non-organic hearing loss.
 5. Hearing aid evaluations and dispensing.
 6. Detection of auditory disorders in the Central Auditory Nervous System.
 7. Hearing screening and Hearing Conservation Programs.
 8. Consultation and rehabilitative services.
5. Psychology - Testing and counseling is provided by a Ph.D. Psychologist.
 6. Placement Specialist - The main concern of this department is integration of the handicapped back into society. He works with various agencies in locating employment, planning educational programs, and investigating re-training. Many of the handicapped persons referred to the Rehabilitation Center are evaluated by a Team consisting of a physician, physical therapist, audiologist, and clinical psychologist. The results of these evaluations are pulled together by the placement specialist to be used in future planning programs with the handicapped. The placement specialist contacts employers for possible placements. He maintains a list of job openings as possible placements for handicaps seeking employment. He sponsors weekly workshops for those needing job seeking skills.

7. Program Coordinator - The Program Coordinator is responsible for:
 - a. obtaining a medical - social history
 - b. conducting staffings on patients
 - c. putting together reports and sharing them with other agencies
 - d. planning and coordinating patient care with other team members, and other agencies
 - e. planning discharges in cooperation with the family and participating team members
 - f. communicating treatment and plans to physicians and families
 - g. home visits and follow-up to ensure integration of patient into family and community
 - h. directs the CNS program (Central Nervous System)
8. Social Worker - Performs counseling duties and assists patients and families in dealing with the social/ financial problems associated with disabilities. Is a liaison between the patient and the community in ensuring continued care of the patient. Assists other team members in discharge planning. Makes referrals to appropriate medical and social agencies. Assists in financial assessment.
9. Physiatrist - Licensed physician with special training in rehabilitation is available to direct the rehabilitation program of the severely disabled.
10. Student Program
 - a. Pre-physical therapy students from University of Montana for clinical practice
 - b. Occupational therapy students from Colorado State for clinical practice
 - c. Practicum for social welfare students from the University of Montana
 - d. Observation for St. Patrick's School of Nursing students
 - e. Clinical Practice for Speech Pathology students from University of Montana

11. Consultants - Are available through the University of Montana's psychology, communication sciences and disorders, sociology and health departments when needed.
12. Work Evaluation Unit - Work evaluation is a method used to determine the employability of patients unable to compete in the job market due to some limitation, whether physical, psychological, or developmental. Upon entering the unit, the patient is given a series of work samples which are graded and evaluated to determine his functioning ability and potential. His interests and skills are also explored.
13. Transportation - The Rehabilitation Center provides a van with a lift to transport patients to and from the Center for treatment if there is no way the patient can supply his own transportation.
14. Volunteer Program - An active volunteer program at the Rehabilitation Center is provided to patients to give them supportive experiences outside the Rehabilitation setting.

Clinics

1. Crippled Children's Clinic: A rehabilitation team consisting of the medical director, physical therapist, occupational therapist, speech pathologists, audiologist, and consulting medical specialists examine and evaluate handicapped children who have been referred to the Center.
2. Amputee Clinic: A team consisting of an orthopedic surgeon, physical therapist, occupational therapist, orthotists, prosthetists, and other interested people conduct a clinic once a month to evaluate and prescribe for amputees. Recommendations are made by the team as to the type of prosthesis needed by the amputee. A follow-up is done on each amputee to appraise the fit and the use of the prosthesis.
3. Pain Clinic: The main thrust of this clinic is to evaluate and treat patients with chronic pain. An orthopedists, anesthesiologist, neurosurgeon, clinical psychologist, and any other professional personnel needed to make up the clinic team.

5. Rehabilitation Committee: This committee meets once a month to evaluate and rehabilitate injured workmen back to employment and society. This committee is made up of an orthopedist, clinical psychologist, physical therapist, rehabilitation counselor, workers' compensation representatives, and insurance carriers. The committee considers referrals from individual committee members for evaluation at the Rehabilitation Center. An evaluation is done by an orthopedist, clinical psychologist, physical therapist, and occupational therapist with recommendations made to the worker and the committee. A follow-up conference with the worker is scheduled following the evaluation. The placement specialist in cooperation with the vocational rehabilitation counselor tries to find suitable re-employment, re-training, or a school situation to fit the needs of the worker.
6. Spinal Cord Injured Clinic and Program: A rehabilitation team including a Physiatrist, physical therapist, occupational therapist, rehabilitation nurse, psychologist, and a social worker are available to evaluate the problems of the spinal cord injury in a clinic setting. Recommendations are made and treatment provided. Acute care is available in the adjoining community hospital. After stabilization of medical problems, the Missoula Community Nursing and Rehabilitation Facility offer a complete rehabilitation unit specifically designed for the spinal cord injured. Treatment is delivered by the Rehabilitation Center's professional staff.
7. Home Health Program: Members of the rehabilitation team will provide treatments in the home setting for those patients who are unable to come to the Center for care.
8. In Patient Care: Hospitalization is provided by the Missoula Community Hospital, which adjoins the Rehabilitation Center, for those individuals who require acute medical care.

The Missoula Community Nursing and Rehabilitation Facility located near the Rehabilitation Center provided living accommodations and nursing service for these patients whose medical condition is stabilized and need the services of the rehabilitation team. Transportation is provided by a specially equipped van to the Rehabilitation Center.

1	2	3	4	5	6	7	8
Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
			Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	
Missoula Rehabilitation Center 2829 Fort Missoula Road Missoula (Missoula Co.) MT 59801 (406) 728-3570 DIRECTOR: Phyllis A. Bagley Charlene Miller, R.N. Coordinator (RCP) 3 Physical Therapists, 2 Occupational Therapists, 1 Speech Therapist, 1 Audiologist, 1 Work Evaluators, 1 Placement Specialist, 1 Psychologist, 1 Social Worker (contract), 1 Medical Director, 1 Psychiatrist (available), 2 Physical Therapy Assts., 1 Van Driver * Patient count according to agency paying for treatment. Medicaid is the paying agent for many patients VR referrals. BARRIER FREE CARF: 1981	Physical Rehabilitation Medical Evaluation Vocational Evaluation Job Placement Social Services Psychological Services Hearing Aid Fitting and Evaluation Driving Program Physical Therapy Occupational Therapy Speech Therapy <u>Clinics</u> Amputee Pain Clinic Muscular Dystrophy Clinic Children's Clinic Sexuality Program Rehabilitative Committee Home Health Agency	Orthopedically Disabled Multiple Sclerosis Cerebral Palsied Stroke - CVA Brain Injury Quadruplegia Paraplegia Cancer Arthritis Post & Pre Surgery Amputees Low Back Burns Mental Retardation Muscular Dystrophy	* 481 None 7, 16, 13	1 None 33	Combined 50, 02%	None 66%	Provide Rehabilitation services to local nursing homes.
Facility Plan Inventory 504 Timetable of Compliance on Record							

MISSOULA OPPORTUNITY WORKSHOP

1005 Marshall Street
Missoula, MT 59801

Opportunity Workshop has existed in various forms in Missoula since its initial establishment in 1955. Through the years the organization has evolved into the current non-profit corporation providing vocationally oriented training services to approximately 55 handicapped adults per day. The corporation is governed by a board of directors representing a variety of professions, businesses, industries and interests in the local community and is dedicated to the provision of quality services.

Staff

The 17 staff at Opportunity Workshop have experiences in a variety of backgrounds with an emphasis on the use of very systematic training orientation designed to accomplish clearly specified client goals and objectives within projected time frames. Thirteen of the 17 staff work directly and actively with clients involved in a 6 hour work training day.

Goals

The two primary goals of the organization: The maximization of client economic independence and habilitation (using and contributing to the community) are accomplished with the cooperation and financial assistance of both the Rehabilitation Services Division and Developmental Disabilities Division of the Department of Social and Rehabilitation Services of the State of Montana as well as United Way of Missoula County.

Clients

Clients receiving services are 18 years of age and older and might have cerebral palsy, epilepsy, physical or medical handicaps or be mentally retarded. The emphasis however is on enhancing the positive qualities which the person might have while assisting the individual in overcoming any skill deficits.

Opportunity Workshop provides training services within the following 6 program areas:

1. Work Activity Program
 - a. basic skills
 - b. self-care skills
 - c. interpersonal and communication skills
 - d. functional academic skills
 - e. attendance skills
 - f. safety skills
 - g. vocational skills

2. Work Adjustment Program

Training services within this program area are designed to increase the quality and strength of a variety of work-related behaviors such as following instructions, cooperation with supervisors and fellow workers, working independently, correcting one's own errors and so forth.

3. Placement Program

Once the client has demonstrated sufficient success within the work adjustment phase, that person proceeds into the next component of the placement sequence: the client is assisted in acquiring competitive employment within the community. Training services would focus on job finding skills, completing an application and interview, as well as on-site follow-up after placement as required by the individual client.

4. Outreach Program

Services provided by staff at Opportunity Workshop within this area include assistance in locating suitable living arrangements, transportation, leisure activities or other activities which support successful placement in the community as a competitive and contributing employee.

5. Extended Employment

For those individuals who are not ready to enter into a program directed at competitive employment situations, Opportunity Workshop offers employment in a variety of sheltered work areas. A wide range of work skills are taught within this program while simultaneously enabling the client to earn a wage.

6. Transportation

For clients living within the Missoula area, transportation is provided between the residence and the facility.

1	2	3	4	5	6	7	8
Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year	Daily Caseload	Daily Capacity	% of Utilization	Types of Contracts/Subcontracts
			Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	Rehab Title XX Other	
Opportunity Workshop 1005 Marshall Street Missoula (Missoula Co.) MT 59801 (406) 721-2930 DIRECTOR: Jim Atkins 2 Department managers 4 Instructor/Supervisors 6 Aides 1 Work Adjustment Trainer 1 Placement/Outreach Specialist 3 Clerical/support	<u>WORK ACTIVITY</u> <u>WORK ADJUSTMENT PLACEMENT/OUTREACH</u>	47 Mentally Retarded 3 Cerebral Palsied 1 Epileptic 2 Medically Handicapped 2 Deaf 1 Physically Handicapped	10 47 0	6 49 0 5 45 0	120 109 0	0	<u>Wood Products</u> Stakes Lath Bridging Pallets Wedges <u>Lettershop</u> Collating Stuffing Sorting Labelling Popcorn <u>Packaging (misc)</u> <u>Assembly (misc)</u> Janitorial Services Food Services
BARRIER FREE CARF: 1979							

504 Timetable of Compliance on Record

Facility Plan Inventory

PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The Rehabilitative Services Division's Special Projects Bureau continues to receive many requests for federal funds to establish or expand rehabilitation facilities. The concerns in making a judgment on such requests are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

1. The inclusion of facility staff in as many RSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.
2. The specific provision of some state and/or regional in service tailored to facility staff needs.
3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.
4. The awarding of limited grants when the need is well justified.

In addition, the Rehabilitative Services Division will maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

Standards for Facilities and Providers of Services

GENERAL PURPOSES OF STANDARDS

- (1) The State Division has established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.
- (2) Types of Facilities.
 - (a) It is the policy of the State Division to use whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.
- (3) Standards for Hospitals.
 - (a) The State Division will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, and which have more than 100 beds, with well developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.
- (4) Standards for Clinics.
 - (a) Wherever feasible the State Division will utilize well organized clinics offering services of high quality, and operating under or approved by an official State Agency.
- (5) Schools and other Training Institutions.
 - (a) The State Division will utilize only those schools, colleges, and other training institutions which are fully accredited by the Office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

DEFINITIONS

- (1) Rehabilitation Facility: Defined in Section 1361.1 of the Federal Register as a facility which is operated for the primary purpose of providing vocational rehabilitation services to handicapped individuals and which provides, singly or in combination, one or more of the following services for handicapped individuals.
 - (a) Vocational rehabilitation services which shall include under one management, medical, psychological, social and vocational services.
 - (b) Testing, fitting, or training in the use of prosthetic and orthotic devices.
 - (c) Prevocational conditioning or recreational therapy.
 - (d) Physical and occupational therapy.
 - (e) Speech and hearing therapy.
 - (f) Psychological and social services.
 - (g) Evaluation of rehabilitation potential.
 - (h) Personal and work adjustment.
 - (i) Vocational training with a view toward career advancement in combination with other rehabilitation services).
 - (j) Evaluation or control of specific disabilities.
 - (k) Orientation and mobility services and other adjustment services to the blind.
- (1) Transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market; provided, that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the state.

- (2) Vocational (Work) Evaluation: A comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.
- (3) Work Adjustment: Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.
 - (a) Each facility providing work adjustment service for Rehabilitative Services Division clients will be required to submit a description of their work adjustment program to the State Rehabilitative Services Division office for approval prior to its acceptance of work adjustment fees. In addition, work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.
 - (b) Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a prerequisite to work adjustment. Only if these two rules are followed by the facility, can work adjustment be authorized for Rehabilitative Services Division clients.
- (4) Sheltered Workshop: Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skill and adjustments which would enable them to move out of the facility into the competitive labor market. Rehabilitation services play a supportive role to successful employment in the facility.
- (5) Day Activity Center: A facility provides the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). Its emphasis is in the provision of all, one, or some of the following services:

(a) Personal health and hygiene - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.

(b) Social skills and attitudes - encourage and train socially acceptable manners relating to table manners, social, group and heterosexual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation, encourage and train for conduct relating to self, property and person of others, role of social institutions, individuals and group customs.

(c) Leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.

REHABILITATION FACILITIES

- (1) The Division will accept as its standards the standards of the Commission on Accreditation of Rehabilitation Facilities (CARF). These standards will be applied to any rehabilitation facility where the Division provides funding or purchases services or where the Division has formal cooperative agreements. Facilities accredited by CARF will be adjudged to be certified.
- (2) If certification is denied, the facility will be notified of the reason/reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased by the Rehabilitative Services Division nor grants awarded by same. The Fair Hearing Process will be an available resource to facilities. (See Sub-Chapter 2 of Chapter 2 of these Montana Administrative Codes for the Fair Hearing Process).
- (3) Facilities are encouraged to apply for CARF accreditation. The fee for only the first CARF accreditation survey per facility may be reimbursed by the Rehabilitative Services Division, with the balance of operating costs to be paid by the facility. Any subsequent accreditation survey fees will have to be paid for by the facility itself.
- (4) Applications of Standards
 - (a) Any rehabilitation facility selling a service to the Rehabilitative Services Division must have been certified by said Division as minimally meeting CARF standards. No facility will be utilized beyond 12 month provisional certification without CARF accreditation being demonstrated at the end of those 12 months. A delay in the CARF decision making process will be tolerated if it continues beyond the 12 month period.

- (b) Grants will be considered only for those facilities possessing either provisional certification or CARF accreditation. Facilities seeking construction grants must also meet minimum standards described in Part 1362 of the Federal Register, Volume 40, No. 228.

(5) Duration of certification.

(a) The Rehabilitative Services Division will provide full certification upon receipt from the facility of records and reports attesting to its CARF accreditation. The tenure of the certification by the Rehabilitative Services Division shall be one year. The Division may in individual cases and at its sole discretion, provide a provisional certification of the facility for up to six (6) months in tenure based upon records and reports; requests for an additional 6 months will be granted upon adequate information the facility is attempting to meet CARF accreditation.

(b) Arts and Crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.

- (6) Work Activities Center: Such a facility "shall mean a workshop, or a physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose. No sheltered workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is *\$1,650.50 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is *\$1,175.00 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. These figures are subject to change in the minimum wage law implemented by the U.S. Department of Labor. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year).

*As of January 1, 1980

No individual worker whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate. (A handicapped worker, whose productivity substantially exceeds the average, may be certificated under 29 C.F.R., Part 524 in rare and unusual cases where necessary to avoid extreme hardship, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph). Where information is not available for a year, a temporary certificate for not more than six (6) months may be issued based on the limited information available if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data are available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors (29 C.F.R., Part 525).

- (7) Speech Pathology: Primary emphasis of the facility is speech pathology, supported by appropriate audiological, medical, social and/or vocational adjustment services.
- (8) Audiology: Primary emphasis of the facility is audiology, supported by appropriate speech pathology, medical, social and/or vocational adjustment services.

(b) It shall be an expressed condition of the Rehabilitative Services Division certification that they, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the Rehabilitative Services Division, may review the facility's certification and may modify its certification decision. At the discretion of the Rehabilitative Services Division, such review may include an onsite visit. Certification by the state is not a guarantee of grants nor of purchases of services by the Rehabilitative Services Division.

(c) New Facilities - The Rehabilitative Services Division may in individual cases, at its own discretion, provisionally certify a new facility during the first year of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the Division's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey, and services will not be purchased by the Rehabilitative Services Division, nor grants of money even considered until such provisional certification is attained.

(9) Provisional Certification -- Minimum Requirements

(a) In order to receive provisional certification, the Rehabilitative Services Division must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF standards for extension beyond 6 months. Evidence must be shown of the ability to meet CARF compliance within a 12 month period.

(10) Exclusion and Exceptions

(a) In general, the policy of the Division will be to include rather than exclude services and facilities from these rules and regulations. Exclusion will be approved by the Division Administrator. Examples of exclusion are:

- (i) Group homes.
- (ii) Hospitals, (not purporting to be a rehabilitation facility) schools and other training institutions, on-the-job training when such training is carried out in regular commercial or industrial enterprises and not supervised by an organizational entity meeting the definition of "Rehabilitation Facility."
- (iii) Halfway houses.

(b) The above are presently being licensed by other appropriate state agencies, and this Division will accept their certification.

(11) Out-of-State Facilities: Only those out-of-state rehabilitation facilities accredited by CARF will be occasionally utilized by the Rehabilitative Services Division.

Extended Employment ProgramDEFINITIONS

- (1) Severely handicapped person: A person who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability, specified by the department in regulations it shall prescribe; and/or a person who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.
- (2) Physical or mental disability: A physical or mental condition which materially limits, contributes to limiting, or if not corrected, will probably result in limiting any individual's activities or functioning.
- (3) Sheltered workshops: A charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is certified by the Rehabilitative Services Division.
- (4) Work activity center: A physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose - and which is certified by the Rehabilitative Services Division.

OBJECTIVES

- (1) The objectives of this program as identified by the Rehabilitative Services Division are:
 - (a) The creation of additional employee work stations.
 - (b) The provision of alternate types of care for current institutional population.

(c) The provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

FUNCTIONS OF COMMUNITY SERVICES DIVISION

- (1) The two main functions of the Community Services Division in this program are:
 - (a) Providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation.
 - (i) The workshop personnel and Rehabilitative Services Division staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained.
 - (ii) The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate; developing appropriate resources relating to money management, dress, deportment on the job; as well as offering individual or group counseling as needed.
 - (b) Community Services Division will assign a representative to the Extended Employment Committee for each facility.

FUNCTIONS OF REHABILITATIVE SERVICES DIVISION

- (1) The Rehabilitative Services Division has five main functions:
 - (a) To administer the extended program including:
 - (i) Allocation of extended monies to workshops.
 - (ii) Payment of extended monies to workshops.
 - (iii) Evaluation of the results of the extended payments related to subsidy program goals.
 - (b) To participate with Community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment.

(c) To refer appropriate clients to certified workshops and Work Activity Centers, particularly those who are joint Community Services Division and Rehabilitative Services Division clients.

(d) To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further Rehabilitative Services Division services, and to reopen such cases as may be able to benefit.

(e) Supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the community worker.

(i) Rehabilitative Services Division must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition is of a physical, mental or emotional nature.

(ii) Emotional problems include the standard psychiatric classifications of mental retardation, psychoneurosis, or psychosis. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Included as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning but substantially below the capability they may attain through Rehabilitative Services Division services.

EXTENDED EMPLOYMENT COMMITTEES

(1) Guidelines

(a) A multi-agency committee shall be established at each sheltered workshop and Work Activity Center participating in the legislatively approved extended program. Each committee shall have representatives from the facility, Social Services, and Rehabilitative Services Division (the Vocational Rehabilitation Facility Liaison Counselor and the Regional Developmental Disabilities Community Worker). The Rehabilitative Facilities Specialist is always an ad hoc member of the Committee and shall vote to break ties.

- (2) The purposes of the Extended Employment Committees are:
 - (a) To screen referrals for appropriateness of certification to the extended program. The Rehabilitative Facilities Specialist should be consulted if there is any question as to appropriateness of a given workshop for a given client.
 - (b) To certify disabled persons to extended slot, in a particular workshop or Work Activity Center.
 - (c) To identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the clients, not just for the client and each client should know what he can expect from this program and what he must put into the program. A written plan should be developed for each client and must be a part of the workshop, Social Service file, and the Rehabilitative Services Division file.
- (3) To monitor, coordinate, or provide services to extended clients:
 - (a) Community Services Division social service worker should provide casework services.
 - (b) Rehabilitative Services Division counselor should periodically ascertain client readiness for additional Vocational Rehabilitation services.
 - (c) Workshop member should represent all workshop functions.
 - (d) Community workers should provide purchase of service functions.
- (4) To de-certify clients:
 - (a) When the absences of clients are too frequent for them to be gaining from workshop experiences.
 - (b) When clients are deceased.
 - (c) When clients move from area.
 - (d) When clients can't tolerate the program.
 - (e) When client reaches a level of productivity which no longer requires program.
- (5) To determine when and how long slots should be held open for absent enrollee.

- (6) To assess at least every six months the status of the client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

RULES FOR EXTENDED EMPLOYMENT PROGRAM

- (1) A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.
- (2) A facility which is unable to provide consistent services minimally six hours per day five days per week, to extended clients, is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.
- (3) Should the services of a facility which provides extended services to clients of the Rehabilitative Services Division fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program.
- (4) Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse, or not excuse the absences. This fact will be viewed as one of the followups by the Rehabilitative Services Division Counselor.

APPOINTMENT OF EXTENDED EMPLOYMENT COMMITTEE

- (1) County directors assign a social worker as liaison to a particular workshop.
- (2) Rehabilitative Services Division District Supervisors assign Community Workers and liaison Vocational Rehabilitation counselors to a particular workshop.
- (3) Each workshop director identifies a nominee to the committee--usually the director or professional staff member.

- (4) The Rehabilitative Services Division Facilities Specialist will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

ORGANIZATION OF COMMITTEE

- (1) Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else.
- (2) Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller workshop committees may meet infrequently beyond initiation of the program.
- (3) Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance or rejection into the program and the recommended client goals.
- (4) Three of the four committee members must be present to conduct business.
- (5) The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau.

DETERMINING CERTIFICATION INTO EXTENDED SLOTS

- (1) Criteria for determining which clients are certified into extended slots shall be as follows:
 - (a) All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral resource.
 - (b) The caseworker shall make a determination as to whether the referral is a recipient of Supplemental Security Income or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using federal funds from Family and Adult Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.

(c) Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided sheltered employment.

(d) Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.

(i) Productivity level would be determined in the evaluation process.

(ii) An amount considered necessary to subsidize the net loss of a workshop serving this client population will be determined by each facility and used as the payment required.

(e) The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

PRIORITIES

- (1) Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available through the Purchase of Service Program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority for Extended Employment.

Resolution:

The Rehabilitative Services Division does not have the need or the resources to support other than the following eight rehabilitation facilities and any of their potential satellites:

Billings Sheltered Workshop
3116 First Avenue North
Billings, MT 59102
Phone: 248-9115

Missoula Rehabilitation Center
2829 Fort Missoula Road
Missoula, MT 59801
Phone: 728-3570

Eastern Montana Industries
P.O. Box 636
Miles City, MT 59301
Phone: 232-3740

Butte Sheltered Workshop
207 South Montana
Butte, MT 59701
Phone: 723-6501

Helena Rehabilitation Industries
1325 Helena Avenue
Helena, MT 59601
Phone: 442-8632

Missoula Opportunity Workshop
1005 Marshall
Missoula, MT 59801
Phone: 721-2930 543-7956

Easter Seal Adult Training Center
4400 Central Avenue
Great Falls, MT 59401
Phone: 727-3151

Flathead Industries for the Handicapped
305 Third Avenue East
Kalispell, MT 59901
Phone: 755-7656

MANAGEMENT INFORMATION SYSTEM

PROGRAM EVALUATION REPORT

MONTANA REHABILITATION SERVICES DIVISION

REVISED: OCTOBER 1979

MANAGEMENT INFORMATION SYSTEM

Program Evaluation Project

MONTANA REHABILITATION SERVICES DIVISION

October 1979

I. Introduction

In conjunction with the development and installation of the program evaluation systems in the rehabilitation facilities, a Management Information System (MIS) has also been developed and installed.

The data items which follow will be used to obtain common information from all rehabilitation facilities serving clients from the Rehabilitation Services Division (RSD). They will be compatible with and will supplement the data that will be produced by each facility's Program Evaluation System. The (MIS) data will enable the state RSD to combine data across all facilities with similar programs and to make certain comparisons between facilities and their programs.

II. Specifications

1. Data will only be required on programs serving RSD sponsored clients. For programs serving both RSD clients and others, such as Developmental Disabilities, the MIS reports should include only those sponsored by RSD.
2. Installation of the MIS will take place at the same time that the Program Evaluation Systems are installed in each facility.
3. Reports will be prepared by the facility and presented to RSD on a quarterly basis.
4. Data will be supplied by each facility in aggregate form for the current quarter and cumulatively from the beginning of each fiscal year.
5. Each facility will be responsible for its own data collection and processing.
6. MIS data will be reported by type of program. The same program types will be used as in the Program Evaluation System.
7. The MIS will include the following categories of data items:
 - A. Referral to Program Start
 - B. Program Start to Termination
 - C. Program Benefits
 - D. Program Efficiency
 - E. Client Characteristics
8. RSD will prepare statewide summaries using the MIS data and distribute them to all facilities.

Revised October 1979

9. Summary of MIS Reporting Requirements

A. Vocational Evaluation Programs

Form 1 - Program Activity Report

Form 2 - Vocational Evaluation: Results Report

Form 5 - Vocational Evaluation: Client Characteristics Report

Col. 1 - All losses before program start

Col. 2 - All completors

Col. 3 - All non-completors

B. Work Adjustment, Skill Training and Placement Programs

Form 1 - Program Activity Report

Form 3 - Work Adjustment, Skill Training:
Results Report

Form 6 - Work Adjustment, Skill Training:
Client Characteristics Report

Col. 1 - All losses before program start

Col. 2 - Clients closed in vocational benefit category
or transferred

Col. 3 - Clients transferred or closed with no vocational
benefit

C. Extended Employment Programs

Form 1 - Program Activity Report

Form 4 - Extended Employment: Results Report

Form 7 - Extended Employment: Client Characteristics Report

Col. 1 - All losses before program start

Col. 2 - Clients closed in competitive employment

Col. 3 - All other closures

Form 8 - Extended Employment: Characteristics of Current Clients
Report. This report is to be submitted twice a year, end
of July and end of December.

(Sample forms are included following the instructions for each form.)

III. Program Activity Report (MIS Form 1)

Section A. Referral to Program Start

This set of data items covers the period from date of referral by RSD to the date of actual program start. It will be necessary that referrals are defined in the same way by each facility and that the date of referral is clearly identifiable for each client.

N.B. Any statistics representing Visual Services Division clients should be asterisked or especially noted on the form on which they appear.

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

PROGRAM ACTIVITY REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

	PROGRAM TITLE & TYPE							
A. Referral to Program Start (all program types)	THIS QTR.	CUMULATIVE	THIS QTR.	CUMULATIVE	THIS QTR.	CUMULATIVE	THIS QTR.	CUMULATIVE
1. Referrals received								
2. Waiting List Total								
a. Referred, no action								
b. Accepted, no residence								
c. Accepted, all others								
3. Losses (will not start)								
4. Program Starts								
5. Start Lag (average days between referral & start)								
6. Loss percent (<u> </u> losses) (starts & losses)								
7. Waiting more than four weeks								
B. Program Start to Termination (all program types)								
1. Capacity, slots								
2. Absenteeism rate, %								
3. Terminations								
4. Utilization Rate								
5. Unused Capacity (no. of additional clients that could have been served)								

COMMENTS:

Enter the name and program type of each program at the top of the form. If there are more than 4 programs, use another page. Note: do not total data across programs.

1. Referrals Received. The number of referrals received from RSD, official referral form and/or written information about the client. A referral can be verbal followed by a written referral format, or it can be strictly a written format. It is preferably the latter.
2. Waiting List. The total number of clients that have been referred and who have not yet started at the end of the reporting quarter. Next, account for this total number in the following categories.
 - a. Referred, no action. Those referrals for whom no decision regarding acceptance has yet been made. This includes persons not yet seen for screening.
 - b. Accepted, no residence. Referrals that have been accepted but have not yet started primarily because of lack of suitable housing for the clients.
 - c. Accepted, all others. All other referrals that have been accepted but have not yet started - for any reason. This includes those who may have been scheduled to start some-time in the future.
3. Losses. The number of clients who had been referred for whom it was determined that they will not start the program. All referrals will eventually be reported either as a "loss" or as a "program start", but not necessarily in the same quarter.
4. Program Starts. The number of clients who received any evaluation or treatment services following acceptance for services. This would include any clients who started regardless of the length of time in the program.
5. Start Lag. The average (mean) number of working days between referral and program start for those clients that started, Item #4. If the average has been affected by some clients who were on the waiting list a very long time, add an explanatory note below under "Comments". In counting working days, exclude days clients were laid off "in shop" work and include holidays.
6. Loss Percent. This would be expressed as a percentage determined by dividing the number of losses by the number of program starts plus losses. For example: if a program started 20 clients during a quarter and had 5 losses, the loss percent would be $5 \div 20 + 5 = 5/25 = 20\%$.
7. Waiting More Than 4 Weeks. The number of clients that have been on the waiting list (referred but not yet started) more than 4 weeks at the end of the reporting quarter. Do not compute a cumulative for this item.

Do not compute a cumulative for item 2a, b or c.

Section B. Program Start to Termination

This set of data items covers the time period from program start to termination by the facility, during which services are provided. This will usually be the same as the period covered by RSD authorization.

1. Capacity. The number of "slots", or clients who can be served from RSD at any one time. This figure is normally determined when the Facility budget is calculated. If the program serves people from other referral sources, the capacity reported here may be less than that of the total program, particularly if some of that total capacity is set aside or committed to other referral sources. Do not compute a cumulative for this item.
2. Absenteeism Rate. The hours or days or weeks (use only one form of time period in calculating) the rehab client was expected to be participating in the particular program and wasn't. If facility staff expect client to be in program so many days or hours or weeks for active participation in that program that quarter, then the number of hours or days or weeks he/she was not there divided by the total number of days or hours or weeks he/she was expected to be there equals the absenteeism rate. Whichever time frame you use (hours, days or weeks) poses no problem because absenteeism is expressed as a percentage. Formal suspensions are not counted in absenteeism. Example: 6 clients scheduled for 60 working days of quarter = 360 scheduled days. Due to absenteeism, they showed only 320 days. Thus: $320 \div 360 = 89\%$ of time present, $100\% - 89\% = 11\%$ absenteeism.
3. Terminations. The number of clients terminated, i.e., no longer under authorization during the reporting period.
4. Utilization Rate. This would be expressed as a percentage, determined by dividing the average daily or weekly number of clients scheduled from RSD by the capacity. This does not take into account absenteeism. Example: 6 RSD clients per day are scheduled for vocational evaluation for a week. The facility voc eval capacity for RSD clients is 10 per day, for a week. Thus: $6 \text{ clients} \times 5 \text{ days} = 30 \text{ client days}$, $10 \text{ clients} \times 5 \text{ days} = 50 \text{ client days}$. $\frac{30 \text{ client days present}}{50 \text{ client days scheduled}} = 60\%$ Utilization Rate
5. Unused Capacity. An estimated number of new clients that could have been started that quarter but were not. If the utilization rate was 100% or more, the facility would report "0". This should take into account program length.

IV. Vocational Evaluation: Results Report (MIS Form 2)

Section A. Program Results

The items in this section apply to the clients closed by a facility from a Vocational Evaluation Program. "Closures" are reported here rather than "Terminations". Most clients will be closed within 30 days of termination when the feedback regarding acceptance of evaluation recommendations should be available. That is, a closure exists when facility staff receive the feedback (after 30 days) that their recommendations are accepted.

The recommendation numbers 1-6 are for the major recommendation made for each client completing the program. Each client will be reported in one major recommendation category, even though additional recommendations have been made. For example, if a client is recommended for competitive employment with a backup or secondary recommendation for sheltered work, he would be tallied here only under the competitive employment recommendation. Report the type of recommendation made on a client in the same quarter you report whether or not the recommendation was accepted.

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

VOCATIONAL EVALUATION: RESULTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____

Reporting Quarter: _____ Cumulative Period: _____

Program Title: _____

A. <u>PROGRAM RESULTS</u>	THIS QUARTER		CUMULATIVE	
	No.	Percent	No.	Percent
1. Placement for competitive employment recommended				
2. Skill training, OJT, college or secondary school recommended				
3. Extended employment, unpaid family worker or home-maker recommended or homebound				
4. Work adjustment services recommended				
5. Not feasible — non-vocational services recommended				
6. Not feasible — no services recommended				
7. Evaluation not completed — no vocational recommendations				
8. Total closures (Sum of 1-7)				
9. Clients for whom major recommendations accepted				
B. <u>Program Efficiency</u>				
1. Average number program days, all clients closed				
2. Average cost to RSD per client completing program (A - 1-6 above)				

COMMENTS:

1. Competitive Employment Recommended. Full or part time unsubsidized employment at least at minimum wage is recommended. Include here clients for whom placement assistance in competitive employment is recommended. If you are recommending job seeking skills training, use this category.
2. Skill Training, OJT, College or Secondary School is Recommended.
3. Extended Employment, Unpaid Family Worker or Homemaker is Recommended.
4. Work Adjustment Services Recommended. This includes all types of programs where the emphasis is on improving client work behavior. This is normally a longer time period than voc eval, but usually not as long as VR-Extended Employment.
5. Not Feasible: Other Non-Vocational Services Recommended. Clients who are determined to be not feasible for vocational rehabilitation but for whom non-vocational services not already being received are recommended (e.g., Social Security disability benefits, treatment for emotional problems, etc.).
6. Not Feasible, No Services Recommended. Clients determined to be not feasible for vocational rehabilitation and no new services are recommended (e.g., client is to return home for continued family care).
7. Evaluation Not Completed, No Vocational Recommendations. Clients who did not participate in the program long enough for any of the above recommendations to be made.
8. Total Closures. The sum of Items #1 - 7 above.
9. Major Recommendations Accepted. The clients on whom major recommendations have been made and the feedback from the referring counselors indicate that these recommendations have been accepted. That is, the recommendations have either been carried out (e.g., client has started the recommended work adjustment services), or the recommendations have been included in the client's Individual Written Rehabilitation Plan (IWRP). Calculate the percentage of accepted recommendations only on those clients for whom such information is available from the referring counselors. If there are some cases for whom this information is not available, add a note under "Comments" indicating the number of clients, which counselors are involved and what efforts were made to get the information.

How are recommendations accepted?

1. Sharing of the IWRP with the facility.
2. Special feedback form from RSD counselor to facility.
3. Assessment Needs Committee Meeting.
4. Exit interview with client, RSD counselor and facility staff.

The definition of an accepted recommendation for a particular facility should be made available to all RSD counselors.

Section B. Program Efficiency for Vocational Evaluation Program.

1. Average Number Program Days. This average is for all program closures Item #8 above. If the average is particularly affected by a few clients who dropped out very early or who were extended, you may want to add a note under "Comments".
2. Average Cost to RSD Per Client Completing Program. This is calculated by dividing the total fees for all clients closed (or the total RSD grant for the reporting period) by the number of clients who had completed the program (Items #1-6). Example: 25 clients were closed during the quarter, the total fee was \$7,500, and 20 clients are reported as completing the program (5 non-completers), the average cost to RSD would be $\$7,500 \div 20 = \375.00 .

V. Work Adjustment, Skill Training, Results Report (MIS Form 3)

Complete one of these forms for each program of these types.

Section A. Program Benefits

The items in this section summarize the vocational benefits achieved by clients at the time of closure by the facility. The term "closure" is used rather than "termination" to take into account that many clients may not be reported as having or not having achieved some vocational benefit until some time after they are no longer receiving services: for example, waiting 60 days before closing a client on a job. All clients closed in #A1, 2, 3, 7 or 8 must be in that status at least 60 days. All clients must be closed within 90 days of termination unless the person has entered a Status 26 category but has not yet been in that status 60 days. These may be held open up to an additional 60 days.

1. Full Time Competitive Employment. Permanent, unsubsidized, at least 30 hours per week, earning at least minimum wage.
2. Part-Time, Seasonal or Temporary Employment. Unsubsidized, less than 30 hours per week and/or not expected to be available for at least 6 months.
3. Sheltered Work/Work Activity. Full time or part-time consistent with DOL certificate criteria.
4. On-The-Job Training. Formal arrangement where client receives training along with employment. Expectation is that employment will continue beyond OJT. Facilities may choose to wait with these clients until they have been employed 60 days beyond the OJT period and count them in Item #1 above.
5. Accepted for Full Time Secondary School or College. Clients may be counted in this category upon acceptance by the institution.
6. Accepted for Vocational or Skill Training. This could refer to acceptance by any manpower training program in another facility.
7. Homemaker.

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: RESULTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____
Reporting Quarter: _____ Cumulative Period: _____
Program Title: _____ Program Type: _____

	THIS QUARTER		CUMULATIVE	
	No.	Percent	No.	Percent
A. PROGRAM BENEFITS				
1. FULL-TIME COMPETITIVE EMPLOYMENT				
2. PART-TIME, SEASONAL OR TEMPORARY EMPLOYMENT				
3. SHELTERED WORK / WORK ACTIVITY				
4. ON-THE-JOB TRAINING				
5. ACCEPTED FOR FULL-TIME SECONDARY SCHOOL OR COLLEGE				
6. ACCEPTED FOR VOCATIONAL OR SKILL TRAINING				
7. HOMEMAKER				
8. UNPAID FAMILY WORKER				
9. TOTAL (SUM OF 1-8)				
10. TRANSFER TO OTHER VOCATIONAL PROGRAM (OTHER THAN NOS. 1-8)				
11. NONE OF THE ABOVE BENEFITS				
12. TOTAL CLOSURES (9 + 10 + 11 = 12)				
13. AVERAGE GROSS WEEKLY EARNINGS IN FULL-TIME COMPETITIVE EMPLOYMENT	\$		\$	
14. AVERAGE GROSS WEEKLY EARNINGS IN PART-TIME, SEASONAL OR TEMPORARY EMPLOYMENT	\$		\$	
15. AVERAGE GROSS WEEKLY EARNINGS IN SHELTERED WORK	\$		\$	
B. PROGRAM EFFICIENCY				
1. AVERAGE NUMBER PROGRAM WEEKS, ALL CLIENTS CLOSED				
2. AVERAGE COST TO RSO, (ITEM 9 ABOVE)	\$		\$	

COMMENTS:

8. Unpaid Family Worker.
9. Total #1-8. This is the total number of persons achieving any vocational benefit, all Status 26 and potential Status 26 closures.
10. Transfer. Clients transferred to and accepted by other vocational programs. This refers to a transfer to a vocational program other than #1-8.
11. None of the Above Benefits. Total number of persons closed from each program who do not achieve any of the listed vocational benefits.
12. Total Closures. The sum of #9, 10 and 11.
13. Average Gross Weekly Earnings. Clients closed in full time competitive employment.
14. Average Gross Weekly Earnings. Clients closed in part-time, seasonal or temporary employment.
15. Average Gross Weekly Earnings. Clients closed in sheltered employment.

Section B. Program Efficiency

1. Average Number of Program Weeks. Clients closed in each of the closure categories listed above (A 1-12). Time in program includes from the date of program start to the date of termination or start of employment, less any time formally suspended from the program.
2. Average Cost (To RSD) Per Client. Closed in any Status 26 or potential Status 26 category listed above (A 1-9). The average cost includes the fee for all clients closed regardless of benefit achieved. Example: if 10 clients were closed in a program and the total fee for those 10 clients was \$6,000 and 5 of those clients were in Status 26 categories, 5 in other categories, the average cost would be $\$6,000 \div 5 = \$1,200$.

VI Extended Employment: Results Report (MIS Form 4)

Section A. Program Benefits

The items in this section apply to clients closed by a facility from an Extended Employment Program and those clients remaining in the facility. All clients must be reported as program closures within 90 days of termination unless they have entered employment but have not been working 60 days. They then may be held open up to an additional 60 days before program closure.

1. Competitive Employment. Full or part-time, permanent, unsubsidized employment at least at minimum wage.
2. Transfer to Other Vocational Program or Skill Training. Clients that have been transferred to and accepted by other vocational programs (such as Work Adjustment Training) or skill training at the same facility or at other resource.

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: RESULTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____
Reporting Quarter: _____ Cumulative Period: _____
Program Title: _____

	THIS QUARTER		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT
A. PROGRAM BENEFITS				
1. Competitive employment				
2. Transfer to other vocational program or skill training				
3. Closed, placed into Status 00				
4. Closed, not available for review and reevaluation				
5. TOTAL (sum of 1-4)				
6. Maintained in facility or workshop employment following administrative review				
7. Average gross weekly earnings, clients in competitive employment				
8. Average weekly earnings, all clients in extended employment				
B. PROGRAM EFFICIENCY				
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)				
2. Average monthly program cost to RSD per client in extended employment				

COMMENTS:

3. Closed, placed into Status 00. Clients who have been placed into referral status by the state agency during the reporting quarter.
4. Closed, not available for review and reevaluation. In effect, this is all other closures, for any reason (e.g., died, moved, returned home, etc.).
5. TOTAL. The sum of items #1-4 above. Note: Ordinarily, a client would not fall into more than one of the above categories. If it does occur, please explain under "Comments".
6. Maintained in facility or workshop employment following administrative review. The number of persons who had an administrative review this reporting quarter and who remain in workshop employment. This includes those reported in Item #6 above. It does not include anyone remaining in the facility who did not have an administrative review this quarter.

For the cumulative figure, indicate the total number of persons remaining in workshop employment who had had an administrative review at any time during the current fiscal year.

7. Average Gross Weekly Earnings in Competitive Employment. This is calculated for the clients reported in Item #1 above.
8. Average Weekly Earnings All Clients in Extended Employment. This is calculated for all clients who were in extended employment during the reporting period, regardless of whether or not they have had an administrative review.

Section B. Program Efficiency

1. Average Number Months, Clients Closed in Competitive Employment or Transferred (Items A1 and 2 above). Time in program includes from the date of program start to the date of termination, less any time formally suspended from the program.
2. Average Monthly Program Cost to RSD Per Client in Extended Employment. This is calculated by dividing the total RSD fees or grant for the reporting period by the number of client months. Example: if the RSD fees totaled \$13,500, and there were 15 clients involved 3 months each during the quarter, the average cost would be $\$13,500 \div 45 = \300 per client month.

CLIENT CHARACTERISTICS REPORTS

These reports ask for information on those key client characteristics or descriptors that will be used in the monitoring of the types of clients served and in interpreting the results achieved.

Leave spaces blank if there are no clients to report for a particular item. Include % of total only when the numbers are reasonably large, at least 10-15 clients total.

Items #1-12 are primary disability categories. Each client can be tallied in only one of these 12 categories. Do not tally secondary disabilities. Check to be sure Items 1-12 added together equal the total reported at the top. A client diagnosis is available on the medical, possessed by the referring RSD counselor.

1. Blind
2. Visually Impaired
3. Deaf
4. Hard-of-Hearing
5. Mentally Ill
6. Mentally Retarded, Not Developmentally Disabled
7. Cerebral Palsy, Not Developmentally Disabled
8. Epilepsy, Not Developmentally Disabled
9. Developmentally Disabled
 - (a) Mentally Retarded
 - (b) Cerebral Palsy
 - (c) Epilepsy
10. Character and Personality Disorders
11. Addictive Disorders
12. Other Orthopedic or Medically Disabled
13. Multiply Disabled - Client has more than one of the above disabilities, a secondary disability exists.
- *14. Severely Disabled
15. Never Worked: Part-Time, Full-Time, Competitive or Sheltered, Prior to Program Entry.
16. Minorities (Black, Native American, Oriental, Spanish Surname)
17. Age under 18
18. Age 18-21
19. Age 22-54
20. Age 55 and over
21. No High School Diploma or Equivalency
22. History of Special Education
23. Received Public Support. Worker's Compensation, Medicaid, Medicare, Title XX, SSDI, AFDC, GA, at The Time of Referral or During the Program
24. History of Institutionalization (MR, MI, Chemical Dependency, Corrections)

*The term "severely disabled" means the disability which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis, deafness, heart disease, hemiplegia, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure, respiratory or pulmonary dysfunction, and any other disability specified by the Secretary in regulations he shall prescribe.

N.B. This determination of "severely disabled" is made by the vocational rehabilitation counselor.

VII. Vocational Evaluation: Client Characteristics Report (MIS Form 5)

Column 1 is to be used for indicating the characteristics of all clients reported as Losses Before Program Start. (If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".)

Column 2 is to be used for clients who are reported as Evaluation Program Completers, those for whom recommendations have been made. Be sure that this report includes only those people reported on the "Vocational Evaluation: Results Report". Do not report persons here that may have just recently completed Evaluation but for whom the acceptance of recommendations is not yet known.

Column 3 is to be used for clients who are reported as Non-Completers, that is, the evaluation was not completed, no recommendations were made.

VIII. Work Adjustment, Skill Training, Placement: Client Characteristics Report (MIS Form 6)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start. If this information is not available because the clients have not yet been seen for intake purposes you may want to note that under "Comments".

Column 2 is to be used for all clients reported as closed in a vocational benefit category (Item #9) on the Results Report.

Column 3 is to be used for all clients reported as transfers to other vocational program (Item #10) or no vocational benefit (Item #11).

IX. Extended Employment: Client Characteristics Report (MIS Form 7)

Column 1 is to be used for the characteristics of all clients reported as Losses Before Program Start.

Column 2 is to be used for clients reported as closed in Competitive Employment (Item #1) or Transferred (Item #2) on the Results Report.

Column 3 is to be used for all clients closed from Extended Employment for other than employment or transfer (Items #3 and #4) on the Results report. Note the additional characteristics items which further describe the Mentally Retarded clients in Items 6 and 9:

- 25. Educable MR
- 26. Trainable MR

X. Extended Employment: Characteristics of Current Clients Report (MIS Form 8)

This report form is to be submitted twice a year, at the end of July and the end of December to describe the characteristics of clients currently in extended employment. Include all those persons who are considered to be currently enrolled in that program. Note the additional characteristic items:

- 25. Educable MR
- 26. Trainable MR
- 27. In Extended Employment less than one year. Clients who have been in extended employment at this facility less than one year (1-51 weeks).
- 28. In Extended Employment one to two years (52-103 weeks).
- 29. In Extended Employment two years or more (104 or more weeks).

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____
Reporting Quarter: _____ Cumulative Period: _____
Program Title: _____

CHARACTERISTICS	COLUMN 1 LOSSES				COLUMN 2 PROGRAM COMPLETORS				COLUMN 3 NON-COMPLETORS			
	THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
NOTE: (Nos. 1 -- 12 Primary disability only)												
TOTAL NO. OF PERSONS												
1. Blind												
2. Visually Impaired												
3. Deaf												
4. Hard of Hearing												
5. Mentally Ill												
6. Mentally Retarded, not Developmentally Disabled												
7. Cerebral Palsy, not Developmentally Disabled												
8. Epilepsy, not Develop. Disabled												
9. Developmentally Disabled												
a. Mentally Retarded												
b. Cerebral Palsy												
c. Epilepsy												
10. Character & Personality Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled												
13. Multiply Disabled (more than one of the above)												
14. Severely Disabled												
15. Never worked												
16. Minorities												
17. Age under 18												
18. Age 18 - 21												
19. Age 22 - 54												
20. Age 55 and over												
21. No High School Diploma or equivalency												
22. Special Education												
23. Received public support												
24. History of institutionalization												

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

WORK ADJUSTMENT, SKILL TRAINING: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____
Reporting Quarter: _____ Cumulative Period: _____
Program Type: _____

CHARACTERISTICS	COLUMN 1 LOSSES				COLUMN 2 VOCATIONAL BENEFIT				COLUMN 3 TRANSFERRED, NO VOCATIONAL BENEFIT			
	THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE		THIS QTR.		CUMULATIVE	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
NOTE: (Nos. 1-12 Primary Disability only)												
TOTAL NO. OF PERSONS												
1. Blind												
2. Visually impaired												
3. Deaf												
4. Hard of hearing												
5. Mentally ill												
6. Mentally Retarded, not Developmentally Disabled												
7. Cerebral Palsy, not Developmentally Disabled												
8. Epilepsy, not Develop. Disabled												
9. Developmentally Disabled:												
a. Mentally Retarded												
b. Cerebral Palsy												
c. Epilepsy												
10. Character & Personal. Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled												
13. Multisely Disabled (more than one of the above)												
14. Severely Disabled												
15. Never worked												
16. Minorities												
17. Age under 18												
18. Age 18 - 21												
19. Age 22 - 54												
20. Age 55 and over												
21. No High School Diploma or equivalency												
22. Special Education												
23. Received public support												
24. History of institutionalization												

COMMENTS:

EXTENDED EMPLOYMENT: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____
Reporting Quarter: _____ Cumulative Period: _____
Program Title: _____

CHARACTERISTICS	COLUMN 1 LOSSES				COLUMN 2 COMPETITIVE EMPLOY. OR TRANSFERRED				COLUMN 3 ALL OTHER CLOSURES			
	THIS QTR.		CUMULAT.		THIS QTR.		CUMULAT.		THIS QTR.		CUMULAT.	
	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%	NO.	%
NOTE: (Nos. 1-12 Primary disability only) ➤												
TOTAL NO. OF PERSONS												
1. Blind												
2. Visually Impaired												
3. Deaf												
4. Hard of Hearing												
5. Mentally Ill												
6. Mentally Retarded, not Dev. Disab.												
7. Cerebral Palsy, not Devel. Disabled												
8. Epilepsy, not Develop. Disabled												
9. Developmentally Disabled:												
a. Mentally Retarded												
b. Cerebral Palsy												
c. Epilepsy												
10. Character & personality Disorders												
11. Addictive Disorders												
12. Other Orthopedic or Medically Disabled												
13. Multiply Disabled (more than one of the above)												
14. Severely Disabled												
15. Never worked												
16. Minorities												
17. Age under 18												
18. Age 18 - 21												
19. Age 22 - 54												
20. Age 55 and over												
21. No High School diploma or Equiv.												
22. Special Education												
23. Received public support												
24. History of institutionalization												
25. Educable Mentally Retarded												
26. Trainable Mentally Retarded												

COMMENTS:

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative Services Division

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT
MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____
Program Title: _____ Reporting Period: _____

CLIENTS CURRENTLY REMAINING IN EXTENDED EMPLOYMENT		
CHARACTERISTICS (Nos. 1-12 Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS		100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard of Hearing		
5. Mentally Ill		
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled:		
a. Mentally Retarded		
b. Cerebral Palsy		
c. Epilepsy		
10. Character and Personality Disorders		
11. Addictive Disorders		
12. Other Orthopedic or Medically Disabled		
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled		
15. Never worked		
16. Minorities		
17. Age under 18		
18. Age 18 - 21		
19. Age 22 - 54		
20. Age 55 and over		
21. No High School Diploma or Equivalency		
22. Special Education		
23. Received public support		
24. History of institutionalization		
25. Educable Mentally Retarded		
26. Trainable Mentally Retarded		
27. In extended employment less than one year		
28. In extended employment one to two years		
29. In extended employment two years or more		

COMMENTS:

STATE OF MONTANA
 DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
 Rehabilitative Services Division

JOB PLACEMENT: CHARACTERISTICS OF CLIENTS REPORT
 MONTANA REHABILITATION FACILITIES - MIS

Facility: _____ Date: _____

Program Title: _____ Reporting Period: _____

CLIENTS STARTING A JOB THIS QUARTER		
CHARACTERISTICS (Nos. 1 - 12 — Primary disability only)	NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS		100%
1. Blind		
2. Visually Impaired		
3. Deaf		
4. Hard of Hearing		
5. Mentally Ill		
6. Mentally Retarded, not Developmentally Disabled		
7. Cerebral Palsy, not Developmentally Disabled		
8. Epilepsy, not Developmentally Disabled		
9. Developmentally Disabled:		
a. Mentally Retarded		
b. Cerebral Palsy		
c. Epilepsy		
10. Character & Personality Disorders		
11. Addictive Disorders		
12. Other Orthopedic or Medically Disabled		
13. Multiply Disabled (more than one of the above)		
14. Severely Disabled		
15. Never worked		
16. Minorities		
17. Age under 18		
18. Age 18 - 21		
19. Age 22 - 54		
20. Age 55 and over		
21. No High School Diploma or GED		
22. Special Education		
23. Received public support		
24. History of institutionalization		
25. Educable Mentally Retarded		
26. Trainable Mentally Retarded		
27. In extended employment less than one year		
28. In extended employment one to two years		
29. In extended employment two years or more		

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